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**INVITATION TO PRE-QUALIFY TO BID  
FOR CONSTRUCTION OF THE HEBRON COURTHOUSE FACILITY – HEBRON**

**REF: PQ-ITB-2017-61- COMPLETE STRUCTURE / CONSTRUCTION & FINISHING WORKS**

**MARCH 2017**

EMPLOYER:  
UNITED NATIONS DEVELOPMENT PROGRAMME / PROGRAMME OF ASSISTANCE TO THE  
PALESTINIAN PEOPLE (UNDP/PAPP)

DONOR:  
GOVERNMENT OF CANADA

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## **1. INTRODUCTION**

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is soliciting expressions of interest and submission of prequalification data from experienced construction contractors to bid for the construction of the **Hebron Courthouse Facility - Hebron**.

**Only pre-qualified contractors, who meet all prequalification criteria, will be allowed to participate in the bid.**

## **2. PROJECT DESCRIPTION**

The Hebron Courthouse will house the First Instance, Magistrate court, Public Prosecution Service and the Judicial Police Services in a facility with a gross floor area of approximately **14,100** square meters.

The scope of Works mainly includes the following:

### **A) Civil and Architectural Works:**

- Excavation and Earth works
- Concrete Works
- Stone works
- Block Works
- Roofing, Waterproofing and Thermal Insulation
- Carpentry and Joinery
- Floor, Wall and Ceiling Finishes
- Metal and Aluminum Works
- Painting works

### **B) Sanitary and Mechanical Works:**

- Plumbing System
- Rain Water System
- Sanitary and Drainage Work
- Domestic Hot and Cold Water Works
- Fire Fighting Works
  - Sprinkler System
  - Smoke System
- HVAC Works
- BMS

### **C) Electrical Works:**

- Main Installation Earthing System
- Electrical Panels / EMDB
- UPS System
- Networking Computer Systems
- Data Network Infrastructure
- IP Telephony Network Infrastructure

- CCTV Network Infrastructure
- Telephone Feeders
- Low Voltage Boards
- Lighting Fixtures
- Standby Set of Generators
- Fire Alarm System
- Public Address System
- Telephone PABX system
- Lightning Systems
- Service Elevators
- Etc.

#### **D) SECURITY / AUDIO VISUAL**

- CCTV System
- Access and Intrusion Alarm Control System
- Metal Detection Gate / X-Ray Machines
- Integrated Security Management System
- Audio Visual Systems
- Sound System
- Video System
- Lighting Control System

#### **E) KNX OCCUPANCY SENSOR**

- Lighting Control System Control

#### **F) PLANTATION**

- As specified in the plans

### **3. INTENT OF PRE-QUALIFICATION (PQ)**

The intent of this pre-qualification process is to prequalify & shortlist contractors who:

- Meet the eligibility and qualification requirements as stipulated herein;
- Have technical expertise, management and workload capacity to perform the work in a correct and timely manner, and
- Have financial resources and overall financial capabilities to perform the work as described in the Project Description;

#### **The following are tentative key dates for the procurement process:**

7 March 2017– 7 April 2017 – PQ process

8 April 2017– 30 April 2017– PQ Evaluation process

1 May 2017 – 30 May 2017– Tendering process (inviting only the pre-Qualified Contractors)

1 June 2017– 30 June 2017 – Evaluation / Contract Awarding

1 July 2017 – Mobilization – Ground Breaking Ceremony

#### 4. CLARIFICATION OF SOLICITATION DOCUMENTS

All clarifications for information should be requested from the UNDP/PAPP Procurement Unit at the following address:

Contact person: Procurement Analyst  
Name of Office: UNDP/PAPP, Jerusalem  
E-mail: **proc9.papp@undp.org**

Clarifications should not be requested and information will not be provided from any other source other than the stated above. Requests for clarifications must be sent **by no later than 19 March 2017**. Answers to any clarifications will be posted at the internet address shown below on **22 March 2017**.

**[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=36168](http://procurement-notices.undp.org/view_notice.cfm?notice_id=36168)**

#### 5. INSTRUCTIONS TO APPLICANTS

##### a. Eligibility:

The pre-qualification is open to national and international contractors.

- (i) **In the case of national/local contractors:** it is limited to those contractors who are duly registered and Classified by the Ministry of Public Works and Housing -national classification committee / Palestinian Contractors Union and holding a **valid /active** classification certificate(s) as stated in the following table:

Submitting as	As a Single contractor	As a Joint Venture or Consortium of Two (2) contractors/members	As a Joint Venture or Consortium of up to Three (3) contractors/members
	Case I	Case II	Case III
Classification field & grade required	Contractor # 1 -  In Building works: grade One A <u>and</u> In Electro-Mechanical or Electrical & Mechanical works: grade One	Contractor # 1 - In Building works: grade One A  Contractor # 2- Electro-Mechanical works: grade One	Contractor #1 - In Building works: grade One A  Contractor #2 - Electrical works: grade One  Contractor #3- Mechanical works: grade One

**Important Notes:**

- **For cases II & III as stated in the above table, each single contractor (classified as stated above) is permitted to enter only into one joint venture (JV) agreement as part of an application for prequalification. If any contractor/firm enters into more than one joint venture (JV) agreement / PQ application, then the whole PQ application, which it is part of, shall be rejected as non-responsive.**
- **For cases II & III: Following pre-qualification of contractors, however, NO change is allowed in the structure and composition of the JVs for purposes of bidding for the construction work. Any change in the structure and/or composition of the JVs will result in rejection of the receptive bid.**
- **For joint venture submissions, NO more than three partners (contractors) are allowed to associate/join per any given one JV entity.**

**Failure by an applicant firm/JV to comply with the stated criteria and conditions above will result in rejection of its PQ application on the basis of non- responsiveness to the PQ requirements.**

- (ii) **In the case of International Contractors:** PQ application submission by an international firm alone is not permitted. The international firm wishing to participate in the PQ process should enter into a Joint Venture or Consortium with a qualified local Palestinian firm/contractor. **The association percentage (share) should be at least 51% for the local firm.** In this regard, the table above (**cases II & III**) applies for international firms as well, where Equivalent classification and category applies as per host country official contractors grading/classification system.

**6. COST OF PREPARING PRE-QUALIFICATION APPLICATION:**

Each Applicant will bear all costs and expenses associated with the preparation and submittal of the pre-qualification package, including the provision of any Supplemental Information that may be requested.

**7. APPLICATION RECEIVING / SUBMISSION:****7.1 APPLICATION RECEIVING**

Pre-qualification documents can be downloaded free of charge at the following internet address;  
**[http://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=36168](http://procurement-notice.undp.org/view_notice.cfm?notice_id=36168)**

**7.2 APPLICATION SUBMISSION & DEADLINE OF SUBMISSIONS**

Pre-qualification applications shall be submitted to the UNDP/PAPP in the following manner:

- **For Hard Copy Submittal: No later than 3:00 p.m. (Jerusalem local time) on 30 March 2017.**

**One original copy** of the Pre-qualification application shall be submitted in a sealed envelope to the UNDP/PAPP office in East Jerusalem, to the address shown below:

UNDP/PAPP  
3 Ya'kubi Street  
East Jerusalem  
Tel: +972-2-6268200

A CD should also be included in the submission envelope containing the softcopy of the documents (in pdf format).

The applications shall be addressed to:  
"Mr. Khaled Shahwan - Deputy Special Representative (Operations)"

The outer envelope should be clearly marked as:  
**"PQ-ITB-2017-61: Construction of the Hebron Courthouse Facility - Pre-qualification"**

Faxes of the application will not be acceptable.

➤ **For Electronic Submittal: No later than 30 March 2017 (by midnight, Jerusalem local time).**

**Procedure for Electronic submission of the PQ applications (by email)**

1. Ensure that the application is signed and in the .pdf format, and free from any virus or corrupted files.
2. Ensure emails containing the documents are received at the designated email address (stated below) on or before the deadline for submission indicated above.
3. The designated email address for sending the applications emails to is / Official Address for e-submissions: **quotation.papp@undp.org**
4. Single Email size (with attachments) should not exceed 10 MB;
5. Max. No. of transmissions per bidder: the least possible
6. No. of copies to be transmitted: one
7. Subject of email: PQ\_ITB-2017-61 – Construction of the Hebron Courthouse Facility - Pre-qualification.

Applications should include all documents stated in Section 11.2 – Documents to be submitted. If complete forms and supporting documentation are not received, this may result in the application not being successful.

Applications that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation (this applies to both **Hard Copy and Electronic submissions**)

**8 LANGUAGE OF THE APPLICATION:**

All information which to be submitted shall be in the **English language**.

## 9 DATA VERIFICATION:

UNDP/PAPP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP/PAPP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant or rescinding an award of the Contract or terminating the Contract itself.

## 10 CONFIDENTIALITY OF INFORMATION

The pre-qualification applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

## 11 CONTRACTOR'S ELIGIBILITY AND QUALIFICATIONS:

In order to prove eligibility & qualifications, contractors have to meet the required criteria (Section 11.1) and provide all requested supporting documents stated in Section 11.2 – Documents to be submitted

### 11.1 EVALUATION CRITERIA:

The Applicant will be evaluated based on the information provided in response to the pre-qualification. The Applicants must demonstrate that they have the financial strength, technical expertise, management capacity and workload capacity to perform the work in a correct and timely manner. The following minimum criteria must be met in order to be considered to be pre-qualified:

#### I. Criteria that must be met for the prime contractor /leader and partners of a JV :

<b>Prime contractor / leader of JV Also applies in case of one contractor classified in all fields required</b>	<b>Joint Venture members</b>
Minimum of <b>5 years</b> of experience in construction activities.	Minimum of 5 years of experience in construction activities.
Minimum Average annual value of contract works of <b>USD 3,000,000</b> over the last five years. Works must have been performed by the Applicant as the prime contractor to be eligible. The following formula will be utilized: <b>Average annual value of contract works undertaken =</b> $\frac{\text{Total value (AVY1) + AVY2 + AVY3 + AVY4 + AVY5}}{5}$	Minimum Average annual value of contract works of <b>USD 500,000</b> over the last five years. Works must have been performed by the Applicant as the prime contractor to be eligible. The following formula will be utilized: <b>Average annual value of contract works undertaken =</b> $\frac{\text{Total value (AVY1) + AVY2 + AVY3 + AVY4 + AVY5}}{5}$
Minimum Net Working Capital and/or credit facilities / credit line, net of other contractual commitments and exclusive of any advance	Minimum Net Working Capital and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which



<b>Prime contractor / leader of JV Also applies in case of one contractor classified in all fields required</b>	<b>Joint Venture members</b>
payments which may be made under the Contract, of no less than <b>USD 3,000,000</b> . This should be demonstrated through submission of a Bank Credit Letter (see attached sample Bank letter in Form 8)	may be made under the Contract, of no less than <b>USD 500,000</b> . This should be demonstrated through submission of a Bank Credit Letter (see attached sample Bank letter in Form 8)
Minimum no. of similar projects undertaken over the past 7 years: Experience <b>as a prime contractor</b> in the construction* of at least <b>two (2) public building projects</b> of a size, nature and complexity equivalent (to the subject Works over the last <b>seven (7) years (similar contract value around USD 5 million)</b> . To comply with this requirement, works cited should be at least 70 percent complete. Certificates of Completion for the completed projects or employer/client progress reports for the ongoing ones shall be provided by the Applicant	Minimum no. of similar projects undertaken over the past 7 years: Experience <b>as a prime contractor</b> in the construction* of at least <b>2 public building projects</b> of a <b>size, nature and complexity</b> equivalent (to the subject Works over the <b>last seven (7) years</b> (similar contract value around <b>USD 200,000</b> ). To comply with this requirement, works cited should be at least 70 percent complete. Certificates of Completion for the completed projects or employer/client progress reports for the ongoing ones shall be provided by the Applicant
*Experience in Civil works or Electrical or Mechanical works as per classification & specialty of contractor	

## **II. Criteria that must be met by all applicants taking part in a PQ submission :**

- a. Independently audited financial accounts for the last two years must be submitted. UNDP/PAPP will check the financial accounts to calculate the Quick Ratio. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities. In case of Bidders with financial accounts that show a **quick ratio** of less than one (1) , UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP reserves the right to reject any application if submitted by a firm (equally applies also to JV partners) which investigation leads to a result that it is not financially capable or has serious financial/liquidity problems.
- b. At least **2 Statements of Satisfactory Performance** from the Top Clients in terms of Contract Value the past *7 years*
- c. Minimum required key personal proposed for the supervision and management of this project whom should be provided for the whole contract duration are as follows **(in case of JV, jointly proposed the JV members in the application / PQ submission)**:
  - **Project Manager/Engineer**: Qualified Civil Engineer with a civil engineering degree and minimum of 15 years' proven experience in works including at least 5 years in similar nature and scale projects. (full-time resident position)

- **All other key personnel must demonstrate that they have qualifications and experience relevant to their position. Through the submitted CV's the firm should demonstrate their experience and capacity to deliver projects into complex and difficult environments.**

**Please see below table:**

<b>Key staff title</b>	<b>Minimum # of years of general experience</b>	<b>Minimum # of years of relevant experience</b>	<b>Presence on site</b>
Project Manager/Engineer	15	10	Full-time (100%) available at the project site
Site Engineer	7	3	Full-time (100%) available at the project site
Electrical Engineer	10	7	Full-time (100%) available at the project site
Mechanical Engineer	10	7	Full-time (100%) available at the project site
Civil/Structural Engineer	10	7	Full-time (100%) available at the project site
Safety Engineer	10	5	Part-time- 50% available at the project site
Land surveying expert	10	5	Part-time- 50% available at the project site
IT Engineer	10	5	Part-time- 50% available at the project site
Senior Architect	10	5	Part-time- 25% available at the project site
Environmental Engineer	5	2	Part-time- 25% available at the project site

- Curriculum Vitae of the proposed candidates should be submitted for each position listed above (one CV per position). CVs must be signed by the proposed candidate and include a separate statement signed by the candidate affirming that he/she is available and interested in the Project.
- The numbers of years of experience are for guidance only and do not establish minimum requirements, but rather desirable criteria for these positions. The evaluation committee may consider the qualification of proposed staff not meeting the stated experience criteria if their background and other circumstances demonstrate that they have the technical and management capability to perform their duties for the proposed position.
- d. Information regarding any litigation, current or during the last five years, in which the contractor was/is involved, the parties concerned, and the disputed amounts and awards thereof. A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

## **11.2 DOCUMENTS TO BE SUBMITTED:**

- a. Detailed Company Profile.
- b. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation
- c. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- d. Contractor valid classification certificate
- e. Tentative Joint Venture Agreement.
- f. Staff list detailing key personnel that would be involved in the contract.
- g. CV's of key personnel highlighted in the staff list.
- h. Where needed, provide the willingness letter to recruit professionals as per their CVs.
- i. Audited financial reports for the most recent 2 years.
- j. List of construction contracts for large scale multi-million US dollars' construction projects successfully completed.
- k. Litigation history for the past 5 years, to demonstrate that no significant litigation is ongoing that may affect the capacity of the firm.
- l. The firm's Construction Health and Safety Plan.
- m. The firm's Project Management Plan.
- n. The firm's Project Quality Assurance Plan
- o. Duly filled in and signed Application Submission Form

Note: Guidance forms are provided in the following pages.

This invitation to prequalification does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the acceptance/rejection ground.

## **FORMS**

(In case of a joint venture submissions, a separate form must be completed in respect of each company)

**Form 1**  
**Application Submission Form**

Date:

To: **UNDP/PAPP**

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

- (a) We have examined and have no reservations to the Prequalification Application, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants.
- (b) 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 bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- (c) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the construction services to be procured.
- (d) *All the information and statements made in this PREQ are true and we accept that any misrepresentation contained in it may lead to our disqualification;*
- (e) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- (f) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and we do not employ, nor anticipate employing, any person who is or was recently employed by the UNDP. '

- (g) The following contact details shall be used by UNDP to notify us:

Authorized person Name:
Title:
Address:
Tel:
Mobile:
Fax:
Email:

Best regards,

Signed \_\_\_\_\_

Name:

**Title**

Dated:

**Form 2**  
**JOINT VENTURE DECLARATION**

We have entered into a private joint venture in order to submit joint application for the Pre-qualification by **The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP)**. If we are prequalified and awarded the contract in the future, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be be.....[Indicate name of the lead partner] ..... until the completion of work. If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract.

No	Name of the Partner in the JV	Percentage Share <sup>1</sup>
1		
2		
3		

	Lead Partner	Partner (1) – if JV of 2 members	Partner (2) – if JV of 3 members
Name			
Date			
Signature			
Stamp			

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<sup>1</sup> In case of JV with international firm, local Lead partner's share cannot be less than 51%

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**Form 3**

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**Form of the Financial Capability Situation****Company's Legal Name:** *[insert full name]***Date:** *[insert day, month, year]**Summarize actual assets and liabilities in US dollars equivalent for the previous most recent two years:*

Financial information in USD	Historic information for previous 2 years USD	
	Year 1	Year 2
<b>Information from Balance Sheet</b>		
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Inventory (IN)		
Cash and cash equivalents		
Accounts Receivables (AR)		
Current Liabilities (CL)		
<b>Information from Income Statement</b>		
Annual Turnover		
Profits Before Taxes (PBT)		
Quick Ratio (QR), calculated as $QR = (\text{Cash} + \text{AR}) / \text{CL}$	[insert QR]	[insert QR]

**Form 4**  
**Company Structure and organization**

Please attach the company profile including, but not limited to:

- a. The firm's Construction Health and Safety Plan.**
- b. The firm's Project Management Plan.**
- c. The firm's Project Quality Assurance Plan**

- 1      Name of company:  
         Address:  
         Telephone number:                      Telefax number:  
         Registered office address:
  
- 2      Description of company (for example, General Civil Engineering Contractor):
  
- 3      Number of years' experience as a general contractor    - in own country:  
         - internationally:
  
- 4      Number of years' experience as a subcontractor                      - in own country:  
         - internationally:
  
- 5      Names and addresses of associated companies to be involved in the project – and whether  
parent/subsidiary/other:
  
- 6      If the company is a subsidiary, what involvement, if any, will the parent company have in the  
project?
  
- 7 Attach organization chart showing company structure including the positions of directors and key  
personnel

Names and addresses of any associates the company has in the country of the project, knowledgeable in the local procedures etc.:



**Form 5**  
**Staff Proposed for Execution of the Works**

**A. Head Office - Summary**

Sector	Name(s)	Age	Years of Experience	Qualification Educational/ Professional	Proposed Designation	Relevant Experience	Consultant/ In-House	Nationality
Project Director								
Technical Manager								
Quality Control/assurance Manager								
Others								

**B. Site**

Sector	Name(s)	Age	Years of Experience	Qualification Educational/ Professional (1)	Proposed Designation	Relevant Experience	Consultant/ In-House (2)	Nationality
Others								

**Notes:**

A summary of the work experience in the format appearing in Section C below of this form shall be attached for key staff members as listed.

Provide details of key personnel, for only those of personnel who will be actually on-site, if awarded the contract.

**C. Bio-Data / CV Format**

<b>Name:</b>		
<b>Position for this Work:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Work Experience:</b>		
<b>Language Skills:</b>		
<b>Educational and other Qualifications:</b>		
<b>Training Experience:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010 - January 2015</i>		
<i>Etc. January 2004 -June 2010</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References no.1 (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.2</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Reference no.3</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract (in case awarded to the firm I'm applying with). I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<hr/>		
Signature of the Nominated Team Leader/Member		Date Signed
<hr/>		

**FORM 6**  
**CONTRACTOR'S PLANT, EQUIPMENT AND FACILITIES**

List of proposed plant and equipment which the applicant believes is required and which he intends to provide at project site.

<b>Description (Type, Model, Make)</b>	<b>No. of Each</b>	<b>Year of Manufacture</b>	<b>Owned or Leased</b>	<b>Capacity/ Performance/ Size</b>	<b>Joint Venture Partner's Machinery &amp; Equipment</b>
<b>A. Construction Equipment</b>					
1.					
2.					
3.					
4.					
5.					
6.					
8.					
9					
10					
etc.					
<b>B. Vehicles, Trucks</b>					
1.					
2.					
3.					
4.					
5.					
6.					
8.					
9					
etc.					

**Form 7**  
**Experience: Relevant & other projects**

**Table A: similar nature buildings Contracts / Relevant projects**

Sl no	Description Of Works	Total Value (ILS) / (US\$)	Value For Which Contractor Was Responsible (ILS)/(US\$)	Contract Period		Owner/client Name, Tel, Fax & E-Mail	Country
				Year of Start	Year of Completion		
1							
2							
3							
4							
5							
6							
7							
8							
9							
etc.							

Describe experience on separate sheets for each project listed in Tables B in the format shown below

Documentary evidence of successful completion of **2 projects** must be furnished. Practical completion and final acceptance certificates from Client/Consultant shall be attached. Information on experience submitted without documentary evidence will not be considered for evaluation.

**Table B: Details of Contracts of Similar Nature and Complexity**

Name of Applicant or partner of a joint venture
---

Use a separate sheet for each contract.

<b>1.</b>	Name of Contract
	Country
<b>2.</b>	Name of Employer
<b>3.</b>	Employer Address .....
<b>4.</b>	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
<b>5.</b>	Contract Role (Tick One)  (a) Sole Contractor    (b) Sub- Contractor    (c) Partner in a Joint Venture
<b>6.</b>	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....                      Currency.....                      Currency.....
<b>7.</b>	Equivalent in USD:
<b>8.</b>	Date of Award
<b>9.</b>	Date of Completion
<b>10.</b>	Contract Duration (Years and Months)  ____ Years                      ____ Months
<b>11.</b>	Specified Requirements <sup>2</sup> ..... ..... .....

<sup>2</sup> Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.

**Table C: Other Civil Works Contracts**

Sl no	Description Of Works	Total Value (ILS)/(US\$)	Value for which Contractor was Responsible (ILS)/(US\$)	Contract Period		Owner Name, Tel, Fax & E-Mail	Country
				Year of Start	Year of Completion		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
etc.							

**Table D: Summary Sheet: Current Contract Commitments/Works in Progress**

Name of Applicant or partner of a joint venture
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Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name & location of project	Name of Employer/client	Name of consulting Engineer	Contract Value	% of practical completion	Estimated Completion Date



## Form 8

### Litigation History

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value USD or equivalent)	Blacklist status (if any)

**Form 9**

**SAMPLE BANK CREDIT LETTER**

Name of Bank: \_\_\_\_\_

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

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

Subject:

Dear Sirs,

This is to certify that Messrs. \_\_\_\_\_ (Co./JV Name) is one of our clients and is given the credit facilities up to (Must be equivalent to a minimum of \*\*\*\*\* **US dollars**). The client has proved during his dealing with us that he is trustworthy and he has a good reputation.

Name and title of authorized bank signatory

(Bank stamp & Officer Signature)

Note: Bank credit letters should be on bank letterhead

**Form 10**  
**Contractor's Sustainability questionnaire**

criteria	Yes/no	Comments
1) Do you have in place a documented environmental management system. Is it certified by ISO14001?		
2) Does your company have a formal sustainability/environmental policy?		
3) Are you a member of the UN Global Compact?		
4) Do you have in place a documented system to manage workplace and labor practices? If yes, please state whether it is SA 8000 certified?		
5) Do you have a company policy specifically address gender inequalities, such as a special promotion policy for the female workforce and managers?		
6) Do you use or intend to use renewable energy sources in support of this contract?		
7) Do you have a recycling programme for your company?		
8) Have you established publicly available sustainability purchasing guidelines for your direct suppliers that address issues such as environmental compliance, employment practices, and product/ingredient safety?		
9) Have you obtained 3 <sup>rd</sup> party certifications for your products, such as for instance EU Ecolabel, Energy Star, Nordic Swan etc.?		
10) Do you invest in community development activities in the markets you source from or operate within?		
11) Has your organization started to monitor its carbon emissions in order to set reduction targets or objectives? If so, have you obtained an ISO 14064 certification?		
12) Can you confirm that your company has never been successfully prosecuted for infringement of environmental legislation in the past three years?		
13) Are raw materials used in the product or production sourced from legal and sustainably managed sources?		
14) Does your organization maintain records of potential environmental hazards and have mitigation strategies and systems in place to reduce environmental hazards such as carcinogens, irritants? Do you have a record how the chemicals in your products relate to the classification of chemicals in REACH legislation?		

Documentary proof of criteria with "yes" answer must be available upon request.

## PROJECT LOCATION / SITE MAP

