

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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**PREQUALIFICATION REQUEST
PQ-ITB-2014-46**

For the

**Conservation, Restoration and Rehabilitation Works of Historical
Buildings and Monuments in East Jerusalem**

PAL10-00086777

**United Nations Development Programme
Programme of Assistance to the Palestinian People
(UNDP/PAPP)**

February, 2014



Section I: Instructions to Applicants (ITA)

1. Background

Over the past ten years, UNDP/PAPP has worked actively in supporting the culture sector in the occupied Palestinian territory (oPt) through conservation, restoration and rehabilitation works of cultural heritage sites and improvement of touristic areas and networks. Through its TASHGHIL project (USAID-funded Jobs Programme), UNDP/PAPP had one of its best practices of cooperation and collaboration with national partners with the objective to alleviate poverty, generate employment and improve access to basic social services in impoverished Palestinian communities through labour-intensive works in cultural heritage and touristic sites. These types of interventions provide long-term impact through human development programmes that benefit children, youth, women and other marginalized segments of the population. Moreover, UNDP rehabilitated and renovated houses and infrastructure in the Old City of Hebron, upgraded the Ein el-Sultan Spring in Jericho, rehabilitated the Sakakini Cultural Center in Ramallah and rehabilitated many other historical buildings and worked on the presentation of several archaeological sites within the oPt.

Within this context, UNDP's Programme of Assistance to the Palestinian People is currently supporting the cultural and tourism sectors in East Jerusalem through the conservation, restoration and rehabilitation of cultural heritage sites including housing, shops, and improvement of touristic areas and networks.

Within the available funds, UNDP/PAPP is planning to implement several Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem to be completed in three (3) years.

The overall project will be implemented by UNDP/PAPP, as the Executing Entity, in close cooperation with counterparts and donors.

By means of this Pre-Qualification Request (hereinafter: **PQR**) UNDP/PAPP aims at identifying potential highly qualified and experienced building contractors to implement the conservation plans that are being/will be prepared by consulting firms. The contractor shall provide all necessary technical and professional works, skills and advices required to assist UNDP/PAPP in successfully implementing the conservation works and having a complete, functional, operational and environmentally sound projects at end stage.

This PQR is open to all eligible building contractors singly or in a joint venture or in consortium (hereinafter: the **Applicant**) interested to work on projects for the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem.

This PQR is for the sole purpose of establishing a list of highly qualified contractors who are technically, financially and administratively capable of providing excellent conservation projects results.

The pre-qualified Applicants will be invited to submit bids within a series of limited international competitions, Invitation to Bids, (hereinafter: the **ITBs**) for the Conservation,

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Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem, where technical and financial evaluation will be carried out according to UNDP rules and regulations.

ITBs will only be issued to the pre-qualified Applicants. After having received and evaluated bids, UNDP/PAPP will award several contracts for the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem, to the Applicants whose bid will be determined to be substantially responsive to that particular ITB and whose bid attains the first lowest technically responsive bidder.

For each submission of bids to the ITB, pre-qualified Applicants should submit with their bids any information updating their original Statements of Qualification (hereinafter: **SOQ**) or alternatively confirm in the bids that originally submitted information remain essentially correct as of the date of bid submission.

2. Eligibility

All Applicants, whose core area of business is such that they can deliver the envisaged works as outlined in this PQR, are eligible to participate.

All Applicants must commit themselves to comply with UNDP General Terms and Conditions: <http://www.undp.org/procurement/operate.shtml>.

Applicants must not be associated, directly or indirectly, with the consulting firms or any other entity who are/will be in charge of or assist in the preparing the conservation plans of UNDP/PAPP relevant projects in East Jerusalem.

3. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their SOQ.

UNDP/PAPP will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

4. Language

The SOQ and all correspondence and documents relating to the SOQ exchanged by the Applicant and the UNDP/PAPP procuring entity shall be written in the **English** language only.

Supporting documents (certificates, financial statements, etc.) and any printed literature that are part of the SOQ may be written in other languages, so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the SOQ, the English translation shall govern.

5. Documents Comprising SOQ

The Applicant shall prepare SOQ including all requirements mentioned in ITA sections and using the forms set in Section II. All forms must be completed without any alteration to its format. All forms must be signed by the Applicant.

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The Applicant shall structure the SOQ as follows:

- A. Submission Form (**Form1**);
- B. Applicant General Information Sheet (**Form 2**);
- C. Firm(s) Profile;
- D. Applicant's Specific Experience (**Form 3, Form 4, Form 6, Form 7, Form 8**);
- E. Management and Organization Documents;
- F. Quality, Environment, Health & Safety Management System;
- G. Financial Capability Situation (**Form 4**);
- H. Applicant's key personnel (**Form 5**);
- I. Litigation history (**Form10**);
- J. Any other documents deemed necessary in accordance with the ITA instructions and Forms of Section I & III, such as, but not limited to:
 - Copies of Registration Documents of legal entity; in case of joint venture or consortium, copies of article of association and/or copy of joint venture/consortium agreement;
 - Copies of registration with Ministry of Finance;
 - Membership certificate from Contractors Syndicate;
 - Proof of access to Jerusalem;
 - Copy of Certificates to prove the qualification of key personnel;
 - Equipment ownership title;
 - References on all executed projects since 2008 to present; and,
 - Copies of Audited Financial Statements.

5.1.Firm(s) Profile

The Applicant shall provide a brief description of their firm(s) profiles with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total employees, type of staff and total professionals in each major category, capability and approximate annual budget and resources to adequately handle the implementation of the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem.

5.2.Relevant Specific Experience

Applicant shall have at least **10 years of relevant experience** in implementing conservation, restoration, renovation or rehabilitation projects.

The Applicant shall identify at least **three (3) completed projects** which demonstrate their specific experience in implementing conservation projects over the past five (5) years.

5.3.Management and Organization Documents

The Applicant should provide a brief narrative description about the management approach and entity organization for the implementation of the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem and its

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organization chart. The description and organization chart must clearly identify specific Applicant's organizational elements and the reporting relationships and functions to be formed by each unit.

Description should include information about names and positions of the Applicant's key executives and key management personnel who will have overall responsibility for the implementation of the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem.

5.4. Quality, Environment, Health & Safety Management System

Applicants should attach clear narrative description of a management quality assurance system for the implementation of the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem. Such a description should include the Applicant's policy on Quality, Environment, Health & Safety (hereinafter: **QEHS**) at construction sites.

If the contractor's management systems is certified according to quality management system standards (ISO 9001 or similar), environmental management system standards (ISO 14000 family or similar) or occupational health and safety management system standards (OHSAS 18001 or similar), then copies of all valid certificates should be provided.

If QEHS management systems are not certified in accordance with standards, then Applicant shall clearly describe management systems and provide written statement and clear documentary evidence that they have proven QEHS management systems in place to provide pre-contract and construction supervision services for similar assignments.

5.5. Financial Documents

The Applicant should demonstrate proven financial reporting and accounting capability and stability to implement the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem.

Applicants should provide key financial information by filling **Section II Form 4: Financial Capability Situation**.

The Applicant shall provide copies of financial statements (Balance Sheet, Profit and Loss, Cash Flow, notes to the Financial Statements) for the past three (3) fiscal years. The financial statements shall:

- reflect the financial situation of the Applicant, and not parent or subsidiary firms;
- be complete, including all notes to the financial statements;
- correspond to accounting periods already completed (no statements for partial periods shall be requested or accepted).

The financial statements shall be audited by certified auditor.

If Applicant does not submit audited financial statements, then UNDP/PAPP reserves the right to require from the Applicant during the evaluation process or at later stage additional

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evidence (e.g. audited financial balance sheets) to ensure that the financial statements are duly reflecting the financial state of the Applicant.

Applicants should note that performance security and advance payment security bonds may be required by UNDP/PAPP in the contracting stage.

Key financial data required in **Section II Form 4** has to be expressed in USD.

5.6.Applicant's Key Personnel

CVs for staff with demonstrated qualifications in areas of specialization relevant to the Scope of Services shall be presented according to **Section II Form 5** at least for the following key international and local staff:

International Staff:

- **Conservation Expert**; act as a team leader and a project manager with the minimum experience of 15 years in the field of conservation of historic sites and buildings.
- **Stone restorer**; with a minimum experience of 10 years in the field of stone restoration/conservation.
- **Structural Engineer**; with a minimum experience of 10 years in the field of conservation of historic sites and buildings.

Local Staff

- Project/Construction Manager
- Engineer with training on conservation techniques
- Civil Engineer
- Mechanical Engineer
- Electrical Engineer
- Surveyor
- Site Engineer
- Office Engineer
- Office Support
- Technical Forman

Copies of certificates should be added to demonstrate that each specialist or engineer is qualified to perform relevant in his/her area of competency.

5.7.Litigation History

The Applicant should present information regarding any litigation, current or during the last five years, in which the firm(s) is involved, the parties concerned and dispute amount in accordance with **Section II Form 10**.

6. Request for Clarifications

Any request for clarifications shall be submitted in writing by e-mail to the UNDP/PAPP procurement unit at the following email address: (proc3.papp@undp.org) with copy to (proc1.papp@undp.org)

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Replies to the queries, together with the text of queries will be posted on the UNDP/PAPP websites: (<http://www.papp.undp.org/en/aboutundp/forms.html>) without referencing their source after the pre-bid meeting on **28 March 2014**.

7. Informational Meeting

UNDP/PAPP will organize at its premises at UNDP/PAPP Jerusalem office an informational meeting on **25 March 2014 at 11 a.m.** (Jerusalem time). Representatives of all interested Applicants are invited to attend. To confirm participation please send an email message to (proc3.papp@undp.org). Minutes of that meeting shall be published on the UNDP/PAPP websites on **28 March 2014**.

8. Submission of SOQ

SOQ shall be submitted in hard copy.

SOQ in hard copy need to be addressed to the following address:

UNDP/PAPP
4a Ya'qubi Street
Jerusalem
Telephone: 972 2 6268200
Facsimile: 972 2 6268222/3

Attention: Procurement Unit

Do Not Open Before: 10 a.m. of 15 April 2014

SOQ should be clearly mentioned "**Conservation, Restoration, and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem**" on the envelopes of the submitted in hard-copies.

The Applicant shall prepare one original set of the documents comprising the SOQ as described in ITA clause 5 and clearly mark it "ORIGINAL". The original of the SOQ shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

The Applicant shall also submit two (2) copies of the signed original SOQ in a separate envelope, and clearly mark it "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail. Hard copy SOQ documents should be bound together using plastic or spiral binding.

The Applicant shall enclose the original and the copies of the application in large sealed envelopes, bearing the name and address of the Applicant. UNDP/PAPP will accept no responsibility for not processing any envelope that was not identified as required.

SOQ shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Applicant, in which case such corrections shall be initialed by the person

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signing the SOQ.

The entire SOQ shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format file and attached on a CD or DVD as part of their SOQ.

SOQ submitted by fax will not be accepted.

Applications shall be received by UNDP/PAPP by no later than 15 April 2014, 10 a.m. (Jerusalem time).

UNDP/PAPP may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UNDP/PAPP and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

9. Late Applications

Any SOQ received by UNDP/PAPP after the deadline of submission of SOQ prescribed in ITA clause 8 will not be considered eligible for this prequalification exercise.

10. Confidentiality

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

11. Evaluation of SOQ

UNDP/PAPP may reject any SOQ which is not responsive to the requirements of the prequalification document.

UNDP/PAPP will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements related to Applicants specific experience, managerial and financial capabilities and staffing experience, as demonstrated by the Applicants in their submitted SOQ. The qualification and evaluation criteria are available in **Annex I**.

Applicants will be assessed in one-stage process for compliance with the requirements set out in the PQR. Each Applicant will be assessed on a "Pass/Fail" basis as to whether each criterion is satisfactorily met as set in Annex I. **An assessment of "Fail" against any criterion shall eliminate the Applicant from further consideration.**

All Applicants that have been able to meet the eligibility and qualification criteria as set in Annex I shall form the list of pre-qualified Applicants that will be invited to participate in the further tender (ITB) processes.

To assist in the evaluation of applications, UNDP/PAPP may, at its discretion, ask any Applicant for a clarification of its SOQ which shall be submitted within a stated reasonable period of time.

If necessary; UNDP/PAPP may arrange personal interviews to examine the experience of the Applicant's key team members assigned.

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12. Right to Accept or Reject Applications

UNDP/PAPP reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

13. Notification of Prequalification

Once the UNDP/PAPP has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation. Names of the Applicants who have been qualified will be published at UNDP/PAPP websites.

14. Invitation to Bid (ITB)

Shortly after the notification of the results of the PQR, UNDP/PAPP shall issue a series of Invitation to Bid (ITB) for which only the pre-qualified Applicants will be invited to submit their technical and financial proposals.



Section II: Application Forms and Documents

Form 1: Submission Form

Statements of Qualification (SOQ) for the Conservation, Restoration and Rehabilitation Works of Historical Buildings and Monuments in East Jerusalem

Date: [insert day, month, year]

To: Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP
4a Ya'qubi Street
Jerusalem

Dear Sir:

We, the undersigned, hereby apply to be pre-qualified for [insert: title of services] in accordance with your Prequalification Request dated [insert: Date] and our Statements of Qualification. We are hereby submitting our Statements of Qualification in a sealed envelope.

We hereby declare that:

- a) All the information and statements made in this SOQ are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) 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;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the terms and conditions of this PQR, and commit ourselves to comply with the General Terms and Conditions of UNDP's Contract for Professional Services.

We undertake, if our **SOQ** is accepted and we are pre-qualified, to submit bids for the provision of the required works as will be detailed and presented in the ITB not later than the date that will be indicated in the Data Sheet of the ITB.

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We fully understand and recognize that UNDP is not bound to accept this SOQ, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Applicant: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]

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Form 2: Applicant General Information Sheet

Date: [insert day, month, year]

Applicant's legal name: <i>[insert full legal name, please attach documentary evidence]</i>
In case of Consortium/ Joint Venture legal name of each partner: <i>[insert full legal name of each member, please attach documentary evidence]</i>
Applicant's country of constitution: <i>[indicate country of registration, please attach documentary evidence]</i>
Applicant's year of constitution: <i>[indicate year of establishment, please attach documentary evidence]</i>
Applicant's legal address: <i>[insert full information]</i> Street: Building name & Floor No.: City: P.O. Box: Tel: Fax: Mobile: Email: Name of Contact person:
Applicant's authorized representative information <i>[please attach documentary evidence]</i> Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Applicant's core area of business/activity <i>[please list core areas of business activity]</i>

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Attached are copies of original documents of:

- A. Submission Form (**Form1**);
- B. Applicant General Information Sheet (**Form 2**);
- C. Firm(s) Profile;
- D. Applicant's Specific Experience (**Form 3, Form 4, Form 6, Form 7, Form 8**);
- E. Management and Organization Documents;
- F. Quality, Environment, Health & Safety Management System;
- G. Financial Capability Situation (**Form 4**);
- H. Applicant's key personnel (**Form 5**);
- I. Litigation history (**Form10**);
- J. Any other documents deemed necessary in accordance with the ITA instructions and Forms of Section I & III, such as, but not limited to:
 - Copies of Registration Documents of legal entity; in case of joint venture or consortium, copies of article of association and/or copy of joint venture/consortium agreement;
 - Copies of registration with Ministry of Finance;
 - Membership certificate from Contractors Syndicate;
 - Proof of access to Jerusalem;
 - Copy of Certificates to prove the qualification of key personnel;
 - Equipment ownership title.
 - References on all executed projects since 2008 to present;
 - Copies of Audited Financial Statements;

Note: Any application form that does not include any of the above mentioned attachments will {(void) the application} not be considered

I, the owner of the above mentioned firm, certify that the above information is complete and true, and I understand that any discrepancy in the above mentioned information will entitle the UNDP to reject my application.

Signature_____ Stamp: _____ Date: _____

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Form 3: Applicant's Establishment

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

- 1) How many years has your organization been in business as a contractor under your present Business name?
- 2) How many years of experience in contracting/ work has your organization had:
 - (a) As a Sole contractor Years _____
 - (b) As a Sub-Contractor _____ Years.
- 3) The Contractor normally performs _____% of the work using own resources (human resources & equipment).

The Contractor normally subcontracts the following Works/Services:

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4) List of subcontracts and firms contracted:

Sections of the works	Percentage Value of subcontract	Subcontractor (Name and address)	Experience in similar work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5) Have you ever failed to complete any work awarded to you? _____
If so, note where and why? _____

6) Are you familiar with Construction Management system of project delivery, and has your company executed contracts under Construction Management System (CM)?
Please specify projects carried out under the CM system? _____

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Form 4: Financial Capability Situation

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Summarize actual assets and liabilities in US dollars equivalent for the previous three recent years:

Financial information in USD	Historic information for previous 3 years USD		
	Year 1	Year 2	Year 3
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Inventory (IN)			
Cash and cash equivalents			
Accounts Receivables (AR)			
Current Liabilities (CL)			
Information from Income Statement			
Annual Turnover			
Profits Before Taxes (PBT)			
Quick Ratio (QR) ⁱ , calculated as $QR = (\text{Cash} + \text{AR}) / \text{CL}$	[insert QR]	[insert QR]	[insert QR]

Attached audited financial reports for the most recent three years.

ⁱQuick Ratio: an indicator of a company's short-term liquidity. The quick ratio (also acid ratio) measures a company's ability to meet its short-term obligations with its most liquid assets. The higher the quick ratio, the better the position of the company.

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Use the following table to complete banker information.

Name of Bank	Address	Tel / Fax No.	Name & Title of Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the cash flow demands of the subject contract or contracts as indicated. Attach copies of support document.

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the period of last three calendar years. (for the individual Applicant or each partner of a joint venture).

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Form 5: Key Personnel Capabilities

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

[List the names and CVs for the following key staff proposed for the administration and execution of the conservation and rehabilitation works]

Name	Occupation	Min. Years of Experience
	Conservation Expert	15
	Stone Restorer	10
	Structural Engineer	10
	Project Manager	8
	Restoration Engineer	8
	Civil Engineer	8
	Mechanical Engineer	8
	Electrical Engineer	8
	Surveyor	8
	Site engineer	4
	Office engineer	4
	Office support	
	Technical Forman	

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Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

[CVs shall be presented utilizing the following table]

Name:		
Position for this assignment:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: Highlight experience in the region and on similar projects.		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
ReferencesNo.1 (minimum of 3):	Name Designation Organization Contact Information – Address; Phone; Email; etc.	
Reference No.2	Name Designation Organization Contact Information – Address; Phone; Email; etc.	
Reference No.3	Name Designation Organization Contact Information – Address; Phone; Email; etc.	

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Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the terms of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Staff

Date Signed

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Form 6: Particular Conservation Experience Record

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Provide the following information regarding corporate experience within the last seven (7) years which are related or relevant to those required for this PQR for various entities including international NGOs.

List projects chronologically, according to their commencement (starting) dates]

The Applicant is requested to list contracts of a similar nature, complexity, and requiring similar construction technology to the contract or contracts for which the Applicant wishes to qualify, and which the Applicant has undertaken during the period, and of the number, stated in the letter of invitation. Each partner of a joint venture should provide details of similar contracts on which they have experienced. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

Where the Applicant proposes to use named subcontractors for highly specialized elements of the Works, the information in the following forms should also be supplied for each subcontractor (or alternate, if any).

The applicant should pay a specific attention when filling thin form, in regard to the particular experience and criteria required.

It includes in particular Experience in conservation, restoration and rehabilitation of historical monuments and buildings by carrying out traditional techniques.

Name of project	Client	Consultant	Contract Value USD	Period of activity	Conservation Activities Undertaken			Status or Date Completed	References Contact Details (Name, Phone, Email)
					Buildings	Conservation Works	Electo-Mech		
					Total	Total	Total		

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Form 7: Details of Contracts of Similar Nature and Complexity

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

[Use a separate sheet for each contract]

1.	Number of contract
	Name of contract
	Country
2.	Name of Employer
	Employer address
3.	Name of Consultant
	Consultant address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract role (check one) <input type="checkbox"/> Prime contractor <input type="checkbox"/> Management contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a joint venture
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts)
7.	Equivalent amount US\$ Total contract: \$ _____; Subcontract: \$ _____; Partner share: \$ _____
8.	Date of award/completion
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation).
10.	Contract was completed US\$ _____ equivalent under/over original contract amount (if over, provide explanation).
11.	Special contractual/constructional requirements, including monthly/annual production rates of the key construction activities .
12.	Indicate the approximate percent of total contract value (and US\$ amount) of work undertaken by subcontract, if any, and the nature of such work.

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Form 8: Current Contracts Commitments / Works in Progress

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

Applicants 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 an unqualified, full completion certificate has yet to be issued.

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

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Date: *[insert day, month, year]*

No.	Description of Equipment	Model	Estimated Value US\$
		TOTAL	

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Form 10: Litigation History

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Information regarding any litigation, current or during the last five years, in which the firm(s) is involved, the parties concerned and dispute amount.

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount (current value, US\$ equivalent)

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Annex I: Qualification Criteria and Requirements

Eligibility and Qualification Criteria			Compliance Requirements	Reference
No.	Subject	Requirement		
1. Submittal Requirements				
1.1	Provision of SOQ	SOQ submitted in hard copy -1 original and 2 copies are provided: <ul style="list-style-type: none"> ▪ in sealed envelope ▪ properly marked 	Must meet requirement	ITA Section I, Clause 8
1.2	Format of SOQ	Original and Copies of SOQ are: <ul style="list-style-type: none"> ▪ bounded separately, and ▪ duly marked 	Must meet requirement	ITA Section I, Clause 8
1.3	Signatures	Original SOQ is: <ul style="list-style-type: none"> ▪ duly signed, by ▪ authorized Applicant 	Must meet requirement	ITA Section I, Clause 8
1.4	Electronic copy	SOQ converted into PDF format and attached on a CD or DVD as part of SOQ.	Must meet requirement	ITA Section I, Clause 8
1.5	Correctness	SOQ contains no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Applicant.	Must meet requirement	ITA Section I, Clause 8
1.6	Language	SOQ written in the English; English translation of pertinent passages of other languages documents provided.	Must meet requirement	ITA Section I, Clause 4

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1.7	SubmissionForm	Submission form is: ▪ presented, ▪ complete, ▪ duly signed	Must meet requirement	Section II, Form 1
1.8	Information about Applicant	Applicant's General Information sheet is: ▪ presented, ▪ complete, ▪ duly signed	Must meet requirement	Section II, Form 2
1.9	Documents of Registration	Copies of Registration Documents are provided for: ▪ Applicant	Must meet requirement	ITA Section I, Clause 5 & Section II Form 2, Form 3
1.10	CV of the Key Personnel	CVs of the key personnel: ▪ presented for every required key personnel; ▪ complete; ▪ copies of certificates to prove the qualification provided.	Must meet requirement	ITA Section I, Clause 5.6 Section II, Form 6
1.11	Management and organization	Narrative description of management approach and entity organization presented including organization chart.	Must meet requirement	ITA Section I, Clause 5.3
1.12	Management and organization	Narrative description of management quality assurance system presented including providing relevant QHES certificates.	Must meet requirement	ITA Section I, Clause 5.4
1.13	FinancialCapability	Submission of key financial data: ▪ Form 4 is complete ▪ quick ratio is presented	Must meet requirement	Section II, Form 4
1.14	FinancialStatement	Submission of endorsed/certified Financial Statements for the last three recent fiscal years.	Must meet requirement	ITA Section I, Clause 5.5

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1.15	Litigation History	Submission of complete information according to requirements and no major history of litigation or arbitration against the Applicant.	Must meet requirement	Section II, Form 10
2. Eligibility Requirements				
2.1	General eligibility	Not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.	Must meet requirement	Section II, Form 1
2.2	Association with consulting firms	Applicant must not be associated, directly or indirectly, with the consulting firms or any other entity who are in charge of or assist in preparing the conservation plans of UNDP/PAPP relevant projects in East Jerusalem.	Must meet requirement	ITA Section I, Clause 2
2.3	UNDP General Terms and Conditions	Commitment to UNDP General Terms and Conditions	Must meet requirement	ITA Section I, Clause 2 Section II, Form 1
3. Specific Experience Requirements				
3.1	Past Specific Experience of Performing similar assignments as a <u>Prime Contractor</u>	Applicant shall have at least (10) years of relevant experience in implementing conservation, restoration, renovation or rehabilitation projects. The Applicant shall identify at least three (3) completed projects which demonstrate their specific experience in implementing conservation projects over the past five (5) years.	Must meet requirement	Section II, Form 3, Form 6, Form 7, Form 8

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3.2	Minimum Required Volume of Works in the field of conservation of historic sites and buildings as a Prime Contractor	Minimum volume of implemented works during the last five (5) years in the following types of interventions: 1) Buildings: minimum USD 2,000,000 2) Conservation of historic sites: minimum USD 500,000 3) Restoration/Renovation/Rehabilitation works: minimum USD 500,000 4) Electro-mechanical: minimum USD 500,000	Must meet requirement	Section II, Form 3, Form 6, Form 7, Form 8
4. Financial Eligibility Requirements				
4..1	Liquidity	Quick ratio should not be lower than 1.0. Liquid assets and/or credit facilities, exclusive of any advance payment, of no less than USD 500,000	Must meet requirement	Section II, Form 4
4.2	Total cumulative Turnover	Total cumulative turnover calculated as total certified payments received for contracts in progress or completed, within the last three (3) fiscal years shall be not less than 1.0 M USD	Must meet requirement	Section II, Form 4
4.3	Annual turnover of the latest fiscal year	Annual turnover of the latest financial year shall be no less than USD 500,00	Must meet requirement	Section II, Form 4