

United Nations Development Programme
Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني

PQ 20115-002



*Empowered lives.
Resilient nations.*

INVITATION TO PRE-QUALIFY FOR

Emergency Removal of Rubble and Debris Management 2015

PAL10-92895

January 2015

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

DONOR:
USIAD

5/1/15

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PQ-2015 -002: Emergency Removal of Rubble and Debris Management 2015

The United Nations Development Programme /Programme of Assistance to the Palestinian People (UNDP/PAPP) hereby invite eligible and interested contractors to submit pre-qualification (PQ) applications for the above-referenced subject.

This PQ document includes the following:

1. Introduction
2. Objective
3. Intent of pre-qualification
4. Instructions to applicants
5. Contractor's eligibility and qualifications
6. Evaluation criteria
7. Notification of successful and unsuccessful firms.
8. Withdrawal of pre-qualification
9. Documents to be submitted

Your applications should be submitted in accordance with part 4 - point (c).

Should you require any clarification, kindly communicate with us in accordance with part (4) - point (f).

UNDP/PAPP looks forward to receiving your application and thank you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Khaled Shahwan', is written over the typed name.

Khaled Shahwan

Deputy Special Representative
(Operations) – UNDP/PAPP



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1. INTRODUCTION

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is soliciting expression of interest and submission of prequalification data from experienced contractors for the **Emergency Removal of Rubble and Debris Management 2015**

Only pre-qualified and vetted contractors, who meet all prequalification criteria, will be allowed to participate in the upcoming Invitation to Bid (ITB).

2. Objective

The project aims at launching immediate removal of rubble and hazardous materials (asbestos and debris) generated by Israel war in Gaza in July 2014 (around 1,000,000 tons), as well as transporting the generated quantities to an already established rubble crushing sites in the Gaza and Rafah areas. The project will utilize, to the extent possible, local labour managed and trained by special experts. UNDP will coordinate closely with UNMAS to ensure safety measures are in place prior to launching rubble removal process. UNDP will also coordinate closely with UNMAS to enable the latter to conduct risk assessment of damaged buildings and remove and dispose of any Unexploded of Ordinance "UXOs" prior to rubble removal activities.

The Emergency activities that have been identified include:

- Immediate identification of unexploded ordinances (UXO's) and safeguarding locations including awareness campaigns and training workshops. This activity will be coordinated with UNMAS
- Removal and safe disposal of hazardous materials
- Deconstruction of totally damaged residential, commercial and industrial buildings, sorting of debris and removal of rubble and debris associated with physical infrastructure such as buildings, bridges, stadiums, etc.
- clearing of debris from major roads, residential neighbourhoods, and public areas
- Transport generated quantities to two identified sites located in solid waste dumping sites in Gaza and Rafah

3. INTENT OF PRE-QUALIFICATION

The intent of this pre-qualification process is to select a short list of contractors which:

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

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4. INSTRUCTIONS TO APPLICANTS

a. Eligibility:

Classified by the Ministry of public works and housing /Palestinian Contractors Union, with Minimum **Grade 1 or 2 In Road Works and Building Works** Or equivalent class as per host country official contractors rating/classification system.

Notes:

- At least one of the two classification categories should be **Grade 1**
- All qualified contractors including their subcontractors will be subject to vetting by USAID.
- Only qualified and vetted contractors will be invited to bid for implementing the caseload.

b. 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.

c. Application receiving/submission:

Pre-qualification documents can be downloaded free of charge at the following internet address; <http://www.ps.undp.org/content/papp/en/home/operations/procurement>

One original copy of the Pre-qualification application containing all the requirements (and a soft copy document uploaded on a CD) shall be submitted in a sealed envelope to one of the following UNDP/PAPP addresses shown below, **no later than 2:00 pm (Jerusalem local time) on 3 February 2015.**

East Jerusalem	Gaza
UNDP/PAPP 3 Ya'qubi Street Jerusalem Telephone: 972 2 6268200 Facsimile: 972 2 6268222/3	UNDP/PAPP Omar Bin Abdul Aziz Street Gaza Telephone: 972 8 2863364 Facsimile: 972 8 2822021

The applications shall be addressed to:

"Mr. Khaled Shahwan - Deputy Special Representative (Operations)"

The outer envelope should be clearly marked as:

"PQ-2015-002: Pre-qualification of Companies / PAL10-92895: Emergency



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Removal and Crushing of Rubble and Debris Management 2015”.

Faxes or electronic copies of the application will not be acceptable.

Applications should include all documents stated in Section 10 – Documents to be submitted. If all requested data and supporting documentation are not received, this may result in the application not being successful.

Language of the application:

All information shall be in the English language, and any information submitted in other languages will not be considered.

d. 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.

e. Clarification of Solicitation Documents

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

E-mail: proc10.papp@undp.org

Clarifications should not be requested and information will not be provided from any other source other than the stated above. Answers to any Requests for clarifications received before **26 January 2014** will be documented & posted at the internet address stated in point (c) on **29 January 2015**. No inquiries will be accepted after **26 January 2015**.

The Procuring entity may, at any time, clarify the contents of this invitation, either on its own initiative or in response to a reply to a contractor. Such information will be posted online at the internet address shown in point (c) above.

f. Informational Meeting

UNDP/PAPP will organize at its premises at UNDP/PAPP Gaza office an informational meeting on 25 January 2015 at 11:00 a.m. (Jerusalem time). Representatives of all interested Applicants are invited to attend. To confirm participation please send an email message to (proc10.papp@undp.org).

g. 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.

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5. CONTRACTOR'S ELIGIBILITY AND QUALIFICATIONS:

In order to prove eligibility & qualifications, contractors have to provide all requested supporting documents stated in Section 9 – Documents to be submitted.

6. EVALUATION CRITERIA:

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

- a. An average annual turnover equal to **US\$ 2, 000,000**, 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:

$$\text{Average annual turnover} = \frac{\text{Turnover - year1 (TOY1)+TOY2+TOY3+TOY4+TOY5}}{5}$$

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- b. Independently audited financial accounts for the last two years must be submitted in English. 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. Bidders with financial accounts that show a quick ratio of less than one (1) will be disqualified.
- c. Minimum Working Capital and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than **US\$ 2,000,000**. This should be demonstrated through submission of a Bank Credit Letter (see attached sample Bank letter in Annex I)
- d. Experience as a prime contractor in housing and roads construction of at least three (3) projects of a nature and complexity equivalent to the subject Works over the last five years. 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.
- e. Minimum required key personal proposed for the supervision and management of this project which should be provided for the contract duration are as follows:
 - **Project Manager/Engineer:** Qualified Civil Engineer with a civil engineering degree and minimum of 7 years experience in works including similar scale projects. (full-time resident position)
 - **Site Civil Engineer:** with Civil engineering degree and minimum of 5 years experience in works including similar scale projects. (Full-time resident position)

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- **Quality/Safety Manager:** with first degree in Engineering and minimum 5 years of construction quality experience, including in at least two similar projects (part-time position).
- **Surveyor :** with minimum of 10 years of experience (part-time position):
- **Quantity Surveyor:** with minimum of 7 years of experience including large scale building projects (part-time position)

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.

- f. Information regarding any litigation, current or during the last 3 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.

7. NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS

Only successful pre-qualified firms will be notified in writing. Any firm that does not receive communication from UNDP/PAPP should consider themselves unsuccessful. The notifications are expected to be floated out within one month after the pre-qualification process is completed.

8. WITHDRAWAL OF PRE-QUALIFICATION

UNDP/PAPP reserve the right to reject tender from a pre-qualified firm even though the firm was initially pre-qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of UNDP/PAPP could substantially change the performance and qualification of the bidder or his ability to perform.

9. DOCUMENTS TO BE SUBMITTED:

- a. Company registration certificate to show company is a legal entity in which country
- b. Power of Attorney showing the party(ies) who have been legally appointed to act as representatives of the Contractor



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- c. Registration certificate from Ministry of Public Works and Housing/Palestinian Contractors Union
- d. Audited financial reports for the most recent 2 years
- e. Bank Credit Letter(s)

- f. List & Value of contracts successfully completed by the Applicant as the prime contractor within the past 5 years, including contact details of clients
- g. CV's of listed personnel and statement of interest
- h. Litigation history for the past 3 years, to demonstrate that no significant litigation is ongoing that may affect the capacity of the Contractor.

In case of Joint Venture submissions, the above listed documents should be provided by each partner of the Joint Venture.

This advertisement 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 grounds

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Annex I:

Sample Bank Credit Letter



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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 100,000 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