

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Consultants Prequalification Form For MoH

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First: Introduction and instructions

For implementing the directives of the Custodian of the Two Holy Mosques, the Ministry of Housing is preparing for the implementation of the infrastructure works for the housing projects all over the Kingdom of Saudi Arabia.

To learn about the qualifications of the consultancy offices and their capabilities for implementing the works as required and as appropriate for the projects of the Ministry, the Ministry invites specialized consultancy offices to complete the prequalification procedures in the Ministry.

Therefore, kindly observe the following:

1. Submit the application, fill the attached documents and provide full details about the structure of the Office, the organizational structure, financial resources and experiences.
2. Complete all items, you may include complementary sheets in the electronic version of the submittal, with due compliance with the instructions stipulated in this document.
3. Ensure that the submittal includes all the official documents required in addition to the documents that prove their experiences and capabilities as shown by the previously executed works. Such documents shall be provided by the parties with which the Office has previously dealt and which show that the Office has accomplished and completed the work according to the requirements of the Client's contract.
4. Full compliance with the provisions of all the specific information required in this document which are used for verifying the prequalification for the competition in the projects. With respect to the applications that have not been fully completed, the Ministry shall have the right to suspend them from prequalification. However, the evaluation of the Offices which ignore some required information without acceptable justification shall be affected.
5. Offices which apply from outside the kingdom shall translate the relevant documents to Arabic language and attest the documents along with the translation from the Commercial Attache in the Embassy of the Kingdom in the country where the head office of the consultant office is available. They shall also attest the documents from the Ministry of External Affairs in the Kingdom.
6. All the forms' pages, required documents and instruments and any other additional documents, shall be valid, signed and stamped.
7. The Ministry shall be provided with the full contact information of the Office, and information about the person in charge in the Office and the person responsible for the prequalification file of the Office.
8. The Ministry shall have the right that its representative may conduct sudden visits to the consultant office and verify any documents related to the information provided and visit the owners of the projects implemented by the Office and conduct interviews with the individuals that he may select, without any objection from the Office. He may also request a presentation to be made related to any project.

9. The companies that have applied for prequalification shall be responsible for the accuracy of all the information provided by them. The Ministry, in case it is proved that the information provided are not correct, shall have the right to exclude the concerned office from the prequalification process.
10. If the Office, which has submitted the evaluation application, is a joint venture or if it intends to form a partnership of any legal form with any other party, it must submit separate documents for the assessment of the other party in addition to this assessment.
11. These general information, are not considered part of any competition or contracts signed for the execution of the works. Moreover, information contained in this document do not constitute any undertaking from the Ministry of Housing about the correctness or completeness of these information and the relevant offices must not raise claims of any kind, due to any case of inaccuracy, shortage or omission of information or any other situation.
12. Filling the forms and submittal of the required documents does not mean, in any way, that the applicant has been prequalified as a consultant for MoH projects.
13. **Consultancy offices (design, supervision, survey or geotechnical) shall be prequalified for a period of 3 years, with the possibility of requalification again if the Ministry is provided with updates of the information contained in the prequalification documents.**
14. The offices that have applied for participation in the competition in any capacity, shall be registered and licensed according to the legal form applicable in the Kingdom of Saudi Arabia in order to carry out the works required for implementation by them (with respect to type and value). Regarding the foreign offices, they shall submit an investment license issued from the Saudi Arabian General Investment Authority.
15. **Undertaking:** The Office shall submit an undertaking confirming the accuracy of the information provided. (See 3.1, undertaking).

The prequalification documents shall be submitted in one hard copy and a CD that contains all the information in Word and PDF format enclosed in sealed envelopes showing the prequalification area, and shall be submitted to the Ministry of Housing according to the following address:

Ministry of Housing
Prince Abdul Aziz Bin Musaed Bin Jalway Street (previously Dabab street)
Prequalification of Contractors & Consultants
Third floor

=====

The following shall be written on the envelope from outside:

Attention/Subject: "Application for prequalification of a consultant – Housing Projects".

Office Name:

Prequalification fields: 1- design 2- supervision 3- surveying 4-
geotechnical 5- other (define)

For more information, kindly contact Tele/Fax

..... E-mail:

Second: Prequalification measures and requirements

It is well understood and agreed by the Offices that the prequalification data required to be submitted shall be used by the Ministry of Housing for the purpose of determining the qualifications of the Office for the execution of the work of the Ministry projects as deemed appropriate by the Ministry.

The main requirements for prequalification are provided below:

– Information about the Office

1. Brief note, including type of ownership, nationality, branches and duration. Also the type of works studied or supervised shall be included, for example, infrastructure works etc.
2. The cooperating offices and the nature of the works required for subcontracting shall be included.
3. Place and area of work required for prequalification.

– Equipments, systems and software

The Office preparations including equipments, systems and software and the location as well must clearly be defined through the attached form.

– Project management and management systems

Submit a brief statement typical to the format of the management procedures used by your Office for the development and implementation of an ideal management system of the project.

– Previous performance and office experience

1. Past performance record is of great importance in the prequalification process. Reference letters of the former clients must be included, and photographs of the accomplished projects, as may be available, must also be attached.
2. List of projects implemented inside or outside the Kingdom must be attached.
3. The number of years of experience and the accreditation bodies such as ministries, authorities and other bodies by which the office is recognized must be mentioned.

– **Financial information**

1. The financial position of the Office shall be evaluated by using the financial statements submitted along with the prequalification data forms and in view of the letters of credit provided by the banks related to the credit position of the Office.
2. The financial statements shall be submitted completely and shall be attested by a certified auditor (a national bank or a certified public accountant) hired by the office.

– **Health and safety**

1. Submittal of brief details about the health and safety policies, records and procedures of the Office.
2. Safety measures and procedures related to other projects similar to the Ministry projects in particular shall also be recorded.

– **Quality control**

Quality control and quality assurance systems shall be submitted. The sizes of these projects require full compliance with the requirements of quality control.

– **Human resource**

It is necessary to identify the names and information related to the senior staff in the attached form. This list must include the staff members that have great and extensive experiences in the type of work specified.

Also the names and details of all the current managers including the chairman and their years of experience with the Office besides their years of experience in the relevant field shall be submitted.

– **Required documents**

All the official documents and licenses related to the Office shall be provided.

Third: Prequalification questionnaire

3.1: Undertaking

To M/s Ministry of Housing

Subject: Prequalification application for contracts competition

After reviewing the submittal of the prequalification file, the undersigned acknowledges the following:

- a. That the information provided in the application is true and accurate according to the latest information that we have.
- b. In case of prequalification, we acknowledge the right of the Ministry of Housing, as it may deem fit, to invite us to participate in the submittal of the tender on time with due compliance with the provisions set forth in the competition documents.
- c. If the legal, technical, financial circumstances or the contractual capacity of the Office or of the associated company are changed, other than the information provided, we shall be obliged to inform you and acknowledge that you have the right to reconsider the prequalification.
- d. We enclose all the required prequalification data forms and all the additional documents and information required for the prequalification evaluation.
- e. Decisions of the Ministry of Housing related to the prequalifications of any office that have applied for prequalification shall be final and are not subject to any objection of any kind.
- f. By signing this undertaking, we acknowledge that we have no right to raise any claims of any kind in case we are not prequalified by the Ministry of Housing.
- g. We agree that the Ministry of Housing shall not be held responsible for any expenses that we might incur during the preparation of this prequalification.
- h. The Office shall decide the type of work in which it intends to participate, by ticking the appropriate box.
- i. The Office is obliged to disclose information of any partnership in the works and/or direct or indirect financial interest, or any other circumstances that could be interpreted as causing conflict of interests with the Client.
- j. The completed prequalification data forms shall constitute part and parcel of this decision.

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Date:

Name of the applicant/Office:

Represented by (as):

(Full name and job title of the signatory and seal)

(The authorization for signing the documents on behalf of the Office shall be enclosed).

3.2: General information about the Office

Office Name		Type of ownership	
License No		Nationality	License expiry
Address		P.o.Box	
Tel.		Fax	
E-mail		Electronic site	

Name of the office Owner		Nationality	
ID No.		Date	Source
Scientific certificate		Date	University

Manager in charge			
ID No.		Date	Source
Scientific certificate		Date	University

3. Provide brief summary about the office, its nature, size and the types of works that have been implemented particularly the infrastructure works etc.

Consultants Prequalification Form for Working in



- The Office shall determine the area and place of work that it intends to participate in inside the Kingdom (type “x” in the required box)

Place / Type of work	Riyadh	Makkah Mukar	Madina Mun.	Qassim	Eastern R.	Aseer	Hael	Tabouk	Al Baha	Northern boarders	Jouf	Jazan	Najran
Design													
Supervision													
Surveying													
Geotechnical													
Other (define)													

3.3: Equipments, systems and software

1. What are the basic and field equipments and the lines that you possess, which are suitable and available for the required work? (You may include additional sheets, as required).

<u>Item</u>	<u>No. of units</u>	<u>Description</u>	<u>Status</u>
Telephone lines			
Internet lines			
Fax lines			
Xerox machines			
Plans photocopying machines			
Printers			
Plotters			
Digital cameras			
Scanners			
Computers			
Survey equipments (define)			
Geotechnical equipments (define)			
Other			

2. Kindly register the software/program used by the Office with respect to the following:
- a. Design software.
 - b. Supervision program.
 - c. Survey & geotechnical software.
 - d. Geographical information system software.
 - e. Financial and accounting software.
 - f. Document control programs.
 - g. Quality control programs.
 - h. Other software/programs.

As shown in table below for each field:

Name of software/program	Issue date	Description

Note: Please submit all the documents related to any equipment, software and systems listed as property documents of the company and the maintenance and calibration certificates.

3.4: Project management and management systems

1. Submit complete procedures manual that defines and describes the necessary procedures for the projects.

2. Detailed time schedule for the largest project and periodic follow up.

3. Details of dealing with the following shall be provided:
 - Control of the project cost.
 - Management of correspondences, submittals and documents.
 - Supervision of the activities of the work teams of different specializations.
 - Relationship between the head office and the site.
 - Engineering and consultancy services.
 - Potential risk management program.

4. The plan for the organization and supervision of work must be enclosed. Also the relationship between the jobs and detailed organizational structure, specializations and participation of the subcontracting offices must be explained.

3.5: Previous performance and office experience

a. Years of experience: Locally;, in the Gulf region;, Internationally;

Experience of the Office is in the field of: infrastructure

Construction

other (define).

b. The largest projects executed or under execution in the last five (5) years.

Note: kindly complete and independent form for each project separately (five required).

1. Name and description of the project including any special aspects of the project:

2. Location:

3. Works executed by the Office:

4. Participation:

Design Supervision Surveying Geotechnical

Other consultancy services, (define).

5. Partner's name:

Percentage of participation in the project:

6. Project value:

a. Preliminary contract value (Saudi Riyal) for the works executed by the Office.

b. Final contract value (Saudi Riyal) for the works executed by the Office.

7. Project commencement date:

8. Period of the preliminary execution specified in the contract:

9. Period of actual execution:

10. Reasons for delay (if any):

11. Contact information and data with the clients as reference for the projects accomplished by the Office:

Name of the client/owner (the person in charge):

Contact person, address, telephone or fax No and mobile No.

12. Copies of good performance and experience certificates from the owners of the projects:

13. Names of senior staff members of the Office who are specialized in the project along with their job titles, tasks and responsibilities.

- c. What are the bodies/agencies inside the Kingdom or abroad by which the Office is accredited?

Name of the agency:

Type of the agency:

Prequalification area:

Prequalification year:

Please enclose all the supporting documents.

- d. In the attached table, please mention all the projects implemented by the Office during the last five years

<i>Area</i>	<i>Project name</i>	<i>Project owner</i>	<i>Project value</i>	<i>Project term</i>	<i>Project starting date</i>	<i>Actual ending date</i>

3.6: Financial Information

1. The capital.
2. Annual financial value of the Office works in each year of the previous five (5) years and the expected value for the current year. All values shall be in Saudi Riyal.

Year/site					
Kingdom of Saudi Arabia					
Gulf					
Other countries					

3. Estimated value of the current work:
4. Please attach copies of the previous annual accounts of the Office in Saudi Riyal (profit/loss/assets/liabilities) and any other financial data that you deem beneficial.
5. Minimum and maximum limits of the capacity of the supervision of projects as part of your abilities per project per year (multiple projects).
6. Financial budgets for the last three years approved by a certified accountant and a certificate from a national bank showing the previous dealings with the bank and the financial ability of the competitor.

3.7: Health and Safety

1. Employees injuries and illness data:							
a. Total working hours for the Office employees during the last three years.	Hour/year						
	At the site						
	Total						
b. Kindly provide data from the insurance company about the items of all the claims raised during the last three (3) years.							
	No	(1)%	No	(1)%	No	(1)%	
Deaths							
Cases of injuries and illnesses, which resulted in the loss of the working day and the days away from work.							
Injuries and illnesses that involved medical treatment only. Note (1): percentage of the total employees in that year.							

2. Did you receive any summon to appear before the courts in any civil or criminal case in the last three years:

Yes No ,If Yes, please mention

3. Do you have HSE program?

Yes No ,If Yes, kindly provide us with the program

4. Do you have:

- a. Health & safety manager working full time Yes No
 b. Health & safety supervisor working full time Yes No

5. Does the Office provide:

- a. Health & safety incentive program Yes No
 b. Paid training on health and safety by your office Yes No

3.8: Quality Control Program

1. Do you have official program and procedures for quality control/quality assurance?
 Yes No

If the answer is yes, please write the name of the company/establishment that have audited and approved the quality assurance system:

Please attach copy of quality control policy, if any.

2. ISO certificate:
 Yes No Level of approval: 9001 []

Name of the certifying party:
(Please provide copy of the current ISO certification)

3. Please attach a structure that illustrates the set up of quality representatives of in the Office.

4. Do you conduct regular quality audits for your project?

Yes No

Please attach current audit plan.

3.9: Human Resources

Senior executives and professionals

1. Please attach the organizational structure that shows the organizational set up of the Office including the managers and senior staff as related to this application.
2. The Office shall submit details of its full staff according to the technical and administrative classification.
3. The Office shall submit the names of senior staff and professionals. Please complete a form for each person.

(Please complete a form for each person):

1. Name:
2. Position in the work team.
3. Qualifications and certificates.
4. Term of service in the Office (in years).
5. If item No (4) is less than five (5) years, please provide the names and term of service with the former employers that covers a period of five years.
6. Execution supervision experience: provide the following information for each project:
 - a. Project name.
 - b. Contract value and total cost of the project.
 - c. Project location/site.
 - d. Assignment periods in the project.
 - e. Position and responsibilities of each individual in the project.
 - f. Any special responsibilities related to the project.
7. Design experience: provide the following information for each project:
 - a. Project name.
 - b. Contract value and total cost of the project.
 - c. Project location/site.
 - d. Position and responsibilities of each individual in the project.

Manpower

1. Illustrate the organizational structure of the work team including arrangement of responsibilities and comments on the Office methodology for the work related to project management.
2. Please mention the number of people currently available in the Office according to the following categories:

Category	Local/KSA (a)	Abroad (b)	Local +abroad (c) (a+b =c)
management			
Engineers –design			
Engineers – supervision			
Technicians			

3. Number of professional engineers registered in the KSA and abroad:

Technical Staff	Years of experience				No
	Less than 5	5 to 10	10 to 15	More than 15	
Team leader/project manager					
Architects					
Electrical engineers					
Mechanical engineers					
Landscape designers					
Civil engineers					
Quantity surveyors					
Pricing & Control Engrs.					
Infrastructure engineers					
Safety & protection works engineers.					

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Technical Staff	Years of experience				No
	Less than 5	Less than 5	Less than 5	Less than 5	
Environmental & hydrological works Engrs.					
Site landscaping engineers					
Value works engineers					
Feasibility studies and project evaluation Engrs.					
Roads engineers					
Water and sewage discharge Engrs.					
Soil & foundations Engrs.					
City planning engineers					
Materials inspection Engrs.					
Surveyors					
Quantity surveyor					
Health & Safety controller					
Specifications writer					
Draftsmen					
Cost estimation specialist					
Projects scheduling specialist					
Contracts specialist					
GIS Programmer					
GIS Specialist					
GIS Analyst					
Remote sensing specialist					
Computer networks Engrs.					
Other (define)					
Grand total					

4. Structure of manpower (% or number):

Nationality Category	Saudi	Arab	American	European	Asian	Other (define)
Administrators						
Engineers						
Technicians						
Workers						
other						

5. What is the procedure used by the Office for the employment and/or recruitment of employees (local hiring, direct recruitment ...etc.).

3.10: Required documents

Please ensure the attachment of the following documents along with the prequalification form:

1	Copy of the commercial registration	<input type="checkbox"/>
2	Copy of certificate of the membership in the Chamber of commerce and Industry in the KSA	<input type="checkbox"/>
3	Investment license according to the Saudi foreign investment law	<input type="checkbox"/>
4	Certificate of fulfillment of the regular percentage of nationalization of jobs.	<input type="checkbox"/>
5	Copy of the consultancy offices classification certificate, if any.	<input type="checkbox"/>
6	Legal identity (articles of association of the office)/legal authorization.	<input type="checkbox"/>
7	Zakat & income tax payment certificate	<input type="checkbox"/>
8	Certificate from GOSI showing registration of the Office in GOSI and payment of the insurance fees.	<input type="checkbox"/>
9	Copy of HSE manual of the Office	<input type="checkbox"/>
10	Copy of quality control policy/manual	<input type="checkbox"/>
11	Copy of ISO certificates issued for the Office or other equivalent certificates.	<input type="checkbox"/>
12	Licenses for practicing the profession issued from the Saudi Council of Engineers.	<input type="checkbox"/>
13	Membership in the international professional associations outside the Kingdom (if any).	<input type="checkbox"/>