

Electricity & Water Authority
(EWA)
Electricity Transmission Directorate
(ETD)

**Contractor's
Pre-Qualification
Assessment Guide**

Measured Term Contracts
(Civil Maintenance Works)

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Part 1

Contractor's Guidelines

MEASURED TERM CONTRACT (Civil Maintenance Works)

ASSESSMENT GUIDE

Part 1: CONTRACTOR'S GUIDELINES:

A. Introduction:

The objective of this guide is to establish a fair and equitable system of assessment of Pre-Qualification applications received by the Electricity & Water Authority (EWA).

B. Scope of Work

a. Work described herein applies to:

1. Internal & external painting
2. Extensive concrete repairs to substation structure
3. Steel fabrications and repairs
4. Repairs and replacement of fire proof steel doors
5. Repairs and replacement of aluminium doors, windows and ventilators
6. Closing of floor/ wall openings with fire requirements.
7. Minor asphalt and block paving
8. Replace damaged acid resistant floor tiles in battery room.
- 9.. Replace damaged raised floor tiles with fire requirements.
10. Waterproofing and replacing damaged waterproofing.
11. Make up levels, compact and spread aggregate
12. Replace damaged ceiling and lights.
13. Attend to water leaks and toilet repairs.
14. Attend to sewage line blocks and repair of septic tanks.
15. Repair / construct soak away pits
16. Demolition and construct plaster board and concrete block wall partitions.
17. Repair of wall / floor cracks
18. Plastering of block wall / concrete faces
19. Repair and replacement of boundary wall double coil barbed tape
20. Repair and replacement of Palisade gate
21. Shifting of materials with necessary documents to the required location
22. Remove water from the flooded basement
23. Supply of water to the Substations
24. Cleaning of Substations including cutting of trees inside the station

25. Construction of building as extension or modification to the existing Substation / ETD building with fire requirements
26. Repairs and replace items related to building services such as small power, switches, water heaters, water pump and air conditioning.
27. Transformer covering roof dismantling and refixing.
Repair and replacement of Cable Trough cover slab
28. Basement concrete repairs.
29. Name boards and engraved labels

C. General for Contractors:

1. This Prequalification Procedure is according to the provision of the Low Regulating Government Tenders & Purchases No. (36) of 2002, and its Implementing Regulations issued by Decree No. (37) of 2002 & Tender Board's Decisions.
2. All Prequalification Documents in both hard and soft copies should be deposited in the Prequalification box provided at Tender Board's Offices at Al Moayed Tower, 7th Floor, Seef Area, before the Prequalification closing date on **24th August 2016** **The opening process will take place on 25th August 2016 at Tender Board's offices.**
3. The contractor must make himself fully acquainted with the contents of the Prequalification documents and for any clarification regarding this Prequalification Assessment Guide please contact Purchase Planning & Quality Control Office at Purchasing & Supply Directorate. (Tel. +973 17995657 / Fax. +973 17701904) E-mail : **hanik.mohammed@ewa.bh**
4. The contractor shall appoint a qualified and experienced person having good command of Arabic & English language to complete the prequalification documents and for any communication required with Electricity Transmission Directorate (ETD) personnel.
5. In the event that the contractor provides wrong information, EWA reserve the right to reject the application without providing any justification.
6. If the contractor at any time is not having the essential requirements of manpower and equipment, he should immediately inform EWA. In case that during the auditing it is observed that he doesn't satisfy these requirements, he will be suspended immediately.
7. In the event that the contractor applying for Pre-qualification is part of a group or has associated organizations, full details about the group structure and the subsidiary companies to be provided.
8. All Contractors should be familiar with the attached Contractors Prequalification Evaluation Criteria before submitting the prequalification documents

D. Assessment Criteria for New Applicant Contractors:

1. All interested and eligible contractors can participate in the Pre-qualification exercise.
2. Selection of the best four contractors will depend on their score in the evaluation. **(Other qualified contractors will be waiting list).**
3. All the essential requirements mentioned in this assessment must be fully satisfied before participating in the Pre-qualification invitation. Failure to do so would result in rejection of his application.

E. Assessment Criteria for New Prequalified Contractors:

1. Once the essential requirements are fully satisfied, the contractor must score minimum 80% in the assessment. Once the contractor satisfies the essential requirements and scores a minimum of 80%, four contractors based on the scores will be recommended to be registered for (3) years. The contractors past experiences shall be considered during assessment.
2. Once the contractor get prequalified and sign the contract, the contractor will be registered and can carry out ETD works. His performance will be monitored at all times by EWA.
3. During the contract period, the contractor will be assigned maintenance works of different nature in various sub-Stations, ETD office Sitra and stores in Rifa'a, maintenance works, civil works, electro-mechanical works and painting in over 160 substations all around Bahrain.

F. Assessment criteria for existing contractors:

1. All participating contractors (old and new) will be evaluated under the same criteria to justify selection of four contractors only.

Contractor Grade	Score	Remarks
Disqualified Contractors	Less than 80%	<i>Contractor scoring less than 80% will be disqualified from the list.</i>

G. Regular Site visits:

Site visits will be conducted during the assessment process for both the new and existing ETD contractors to evaluate the available facilities and resources.

Important Note:-

All participants contractor should submit the declaration of acceptance site visit (page 7 of 14 from this assessment guide) failure to do that will lead to reject your application for prequalification.

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(DECLARATION OF ACCEPTANCE SITE VISIT)

Name of the Contractor: _____

I , Mr./s. _____, for and on behalf of the above mentioned Contractor, do hereby declare the acceptance to the inspection sites visit conducted by EWA's representatives to the works/ offices/ stores/ workshops of the above mentioned Contractor.

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

Signature (*): _____
Full Name: _____
Designation: _____
Date: _____

Company
Stamp

MEASURED TERM CONTRACT

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Part 2

Essential Requirements

MEASURED TERM CONTRACT

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PART 2: ESSENTIAL REQUIREMENTS

1.0 Contractor's Details:

SL#	Essential Requirements	SATISFIED		Remarks
		YES	NO	
1.1	<u>Registered Name</u>			
1.2	<u>Legal status :</u>			
A	Type of organization			
B	Type of CR.			
C	Main line of Business			
D	Year of establishment			
E	Has the contractor been prosecuted or not			
1.3	<u>Address :</u>			
A	Postal Address.			
B	Office Address			
C	Warehouse address			
D	Work shop address			
1.4	<u>Communication facilities :</u>			
A	Office telephone			
B	Mobile telephone :			
	• First point of contact.			
	• Owner.			
	• Engineer.			
	• Technician.			
	• Site Supervisor			
C	Fax number			
D	Office E-Mail address			
1.5	<u>Registration :</u>			
A	COEPP			
B	Commercial Registration			
1.6	<u>Valid Bahraini Driving License :</u>			
A	Engineer.			
B	Technician			
C	Site Supervisor			
1.7	<u>Has Office, storage, facilities & others :</u>			
A	Main office			
B	Drawing facility			
C	Storage facility			
D	Workshop facility			

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2.0 Manpower:

- A** All information provided must be supported with documentary evidence whenever required.
- B** The minimum acceptable requirements for this item is as indicated in the following table:

SR#	Designation	Civil		Remarks
		Minimum	Available	
1	Civil Engineer	1		
2	Civil Technician	2		
3	Civil Foreman	2		
4	Electrical Foreman	1		
5	Surveyor	1		
6	Quantity Surveyor	1		
7	Draughtsman	2		
8	Steel Fabricator	1		
9	Electrical Fitter	1		
10	Spray Painter	2		
11	Mason	4		
12	Carpenter	4		
13	Steel Fixer	2		
14	Painter	4		
15	Plumber	2		
16	Welder	1		
17	Laborer	20		
18	Secretary	1		

- C** CPR copies for above mentioned staff shall confirm to the position or trade indicated on the above table. Any mismatch in the actual trade with the designated job title from the CPR is not acceptable.
- D** Manpower who will carry out ETD works must all come from the contractor. Manpower from the sub-contractor is not acceptable.

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3.0 Plants, Equipment & Vehicles:

A The minimum acceptable requirements for this item is as indicated on the following table:

SR#	Designation	Civil		Remarks
		Minimum	Available	
1	Excavator	1		Own
2	Compressor	2		Own
3	Jack Hammer	2		Own
4	Asphalt Cutter	2		Own
5	Compactor Plate	2		Own
6	Compactor Roller	1		Own
7	Compactor Jumper	1		Own
8	Welding Machine	1		Own
9	Water Pump	2		Own
10	Water Tanker 1500 GL	1		Own
11	Concrete Mixer	2		Own
12	Vibrator	4		Own
13	Truck/Lorry	4		Own
14	Saloon Car	2		Own
15	4 wheel drive	1		Own
16	Pick up	4		Own
17	Generator 5 KVA	1		Own
18	High up (Check Name)	1		Own
19	Hoist Tower Wagon (from 8-18m), depends on the job requirements	1		Own
20	Crane 10 Tons	1		Own/Hire

- B** All plants and equipment mentioned above has to be categorized which could be hired and which should be owned. They must also be made available as and whenever required by the works.
- C** Any personnel involved in handling above mentioned plants & equipment must hold a valid CPR and having valid license and authorization to work on such vehicle or machinery
- D** Test certificates from an authorized agent to be provided for all plants intended for lifting equipment used for EWA projects as per the requirements of the Industrial Security& Safety Directorate, EWA.

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4.0 Tools & Instruments:

A The minimum acceptable requirements for this item is as indicated on the following table:

SR#	Designation	Civil		Remarks
		Minimum	Available	
1	Theodolite	1		
2	Dummy Level	1		
3	Mason Tool Kit	1		
4	Megger (500V)	1		
5	Carpenter Tool Kit	1		
6	Multi-meter	1		
7	GPS	1		
8	Core Drilling Equipment	1		
9	Blower	1		
10	Crimping Tool 500-1000m2	1		
11	Line tester LV	1		
12	Bar Bending Machine	1		
13	Wooden Saw Machine	1		
14	Pipe Bends	1		
15	Vacuum Pump	1		
16	Drilling Machine	4		
17	Grinder	4		
18	Ladder 6m	2		
19	Ladder 9m	2		
20	Steel cutter	2		
21	Traffic control equipments, sign board, cone barrier & warning light.(As per EWA requirement)	1 Set		
22	Dumper	2		
23	Dain Cleaning Line	1		
24	Diamond Cutter	1		
25	Wood Planner	2		
26	Concrete Cube Tester	1		
27	Trowels	4		
28	Masonry Power Saw	2		

SR#	Designation	Civil		Remarks
		Minimum	Available	
29	Mason Levels	4		
30	Mason Cheelee	4		
31	Masonline, Chalkline	4		
32	Safety Helmets, Shoes Harness	20		
33	Bar Cutter, Tile Cutter	2		
34	Tile Lifter	2		
35	Spray Gun	2		
36	Wood Presser	1		
37	Lux Level Meter	1		

- B** All tools & instruments mentioned to above to be of an approved type.
- C** All tools & instruments mentioned in above table to be owned by the contractor, no leasing of the above item will be allowed.
- D** All traffic control sets to be in conformity with code of practice set out by Roads Directorate.

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5.0 Safety gears & Equipments:

- A** The contractor shall provide his field staff with the complete set of safety gears as indicated in the below mentioned table to protect against any hazard.
- B** The contractor shall abide by the safety rules and regulations set out by Government utilities.

SR#	Type of Gear /Equipment	Civil	Remarks
1	Head protection	✓	
2	Eye protection	✓	
3	Ear protection	✓	
4	Face protection	✓	
5	Foot protection	✓	

- C** The contractor must have a minimum of 1 person familiar with first aid attendance in case of any injuries & accidents.

6.0 Experience:

Attach documentary evidences regarding the previous experiences related to civil maintenance works. Attach documentary evidences regarding the previous experiences for any staff member related to the prequalification category. The documents shall be evaluated by EWA's concerned staff to determine the suitability of attached experience to work with ETD.

7.0 Financial Strength:

The contractor must submit financial audit report for the last three years from an accredited bank or an insurance company. (The Financial Evaluation will be according to two different equations.) (Please state name & address of your main banker.)

8.0 Bahranization:

The contractor at all times must provide evidence from Ministry of Labor for compliance with the Bahranization percentage stated by the above said Ministry.

9.0 Authorization:

The contractor must provide details about the personnel having authorities for signing the following documents:

- A** Contract Documents
- B** Company Cheques.
- C** Variation Orders.
- D** Invoices for Payment.

10.0 Attachments

- A** Copy of the articles of Association of the company's primary Status and has to be included/matched with the prequalification subject.
- B** Copy of Company's Financial Statements for the last three years.
- C** Copy of the Company's Commercial Certificate related to the prequalification activity.