

Electricity & Water Authority
(EWA)
Electricity Distribution Directorate
(EDD)

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

Measured Term Contracts
(MTC)

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Part 1

Contractor's Guidelines

MEASURED TERM CONTRACT

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

1. Work described herein applies to excavation, backfilling and compaction to cable trenches and shall include all necessary bracing, dewatering the excavation and disposal of surplus spoil.
2. Erection of LV & 11 KV O/H lines, erection of PM Transformers.
3. Installation of 11KV Switchgear, Transformers, etc. in GM S/S.
4. Installation of Street Lighting cable, columns and equipment, excavations, earthwork and concrete work.
5. Installation, Testing & repairs of Energy Meters.

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 it's Implementing Regulations issued by Decree No. (37) of 2002 & Tender Board's Decisions.
2. Collect Pre-qualification documents from Purchasing & Supply Directorate, Central Store (Room # 21-4), Ground Floor, Electricity & Water Authority-Sitra, between **9th March 2014 and 27th March 2014**, during normal working hours.
3. All Prequalification Documents in both hard and soft copies should be deposited in the Prequalification box provided at Tender Board's Offices at Al Moayyed Tower, 7th Floor, Seef Area, before the Prequalification closing date on **9th April , 2014 before 1.30 pm. The opening process will take place on 10th April , 2014 at Tender Board's offices.**
4. All contractors requesting Pre-qualification for electrical works should have a grade one License of wiring contractors from EWA (Electricity Distribution Directorate – Construction Section) **for at least two years.**
5. 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**
6. 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 Distribution Directorate (EDD) personnel.
7. In the event that the contractor provides wrong information, EWA reserve the right to reject the application without providing any justification.
8. 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.
9. 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.
10. 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. EWA has the right to allow new contractors to participate in the Pre-qualification exercise. According to the results scored, EWA will select the most appropriate contractor.
2. All the essential requirements mentioned in this assessment must be fully satisfied as a prerequisite for assessment. In case that any one of these requirements is not satisfied, the contractor will be notified in writing to resubmit the required documents in a maximum of 3 weeks time. 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 70% in the assessment. Once the contractor satisfies the essential requirements and scores a minimum of 70%, the contractor will be recommended to be registered as **Grade C** contractor for 1 year subject to clause **F**. The contractors past experiences shall be considered during assessment.
2. Once the new contractor is accepted to carry out EDD. works, he will be assessed at the end of this year, if he scores a minimum of 80% and above, he will be recommended to be registered as **Grade B** contractor.
3. During this year, the contractor will be assigned works of different nature such as Sub-Station (S/STN) works, overhead/underground works, equipment installation, maintenance works, civil works and street lighting works based on the type of contract he wants to qualify for. The works will be located in a different geo and topographical conditions.
4. All **Grade C** contractors including those on trial basis would be included in the list of pre-qualified contractors for tender works.

F. Assessment criteria for existing contractors:

1. For existing contractors, 70% will be allocated to the performance and 30% will be allocated to the remaining factors mentioned on the assessment summary sheet.
2. The guidelines for assessing existing contractors would be as follows:

Contractor Grade	Score	Remarks
Grade A	90-100%	Contractor scoring less than 90% will be given 3 month notice to improve his score, if the score is still below 90% at the end of this 3 month, he will be degraded to B.
Grade B	80-89%	For upgrading to A Category : The contractor must score 90% and above. For degrading to C Category : Contractor scoring less than 80% will be given 3 month notice to improve his score, if the score is still below 80% at the end of this 3 month, he will be degraded to C.
Grade C <i>(Including new & existing contractors)</i> Note : All Grade C contractors including both new & existing contractors would not be included in any tenders.	70-79%	For upgrading to B Category : The contractor must score 80% and above.
Disqualified Contractors	Less than 70%	Contractor scoring less than 70% will be given 3 month notice to improve his score, if the score is still below 70%, he will be disqualified from the list.

G. Regular Site visits:

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

H. Local Arbitration:

The contractors for any grievances with regard to the assessment can register their complaints with the PSD for redress. The user directorate may appoint a technical arbitrator from the technical staff to resolve the issue.

I. Penalty:

For details about the penalty clause, please refer to **Article 10 - PENALTY** in Measured Term Contract for EDD. Copy of this document is available with PSD.

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Part 2

Essential Requirements

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PART 2: ESSENTIAL REQUIREMENTS

1.0 Contractor's Details:

SL#	Essential Requirements	SATISFIED		Remarks
		YES	NO	
1.1	Registered Name			
1.2	Legal status :			
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	Address :			
A	Postal Address.			
B	Office Address			
C	Warehouse address			
D	Work shop address			
1.4	Communication facilities :			
A	Office telephone			
B	Mobile telephone :			
	• First point of contact.			
	• Owner.			
	• Engineer.			
	• Technician.			
	• Site Supervisor (Not applicable to civil).			
C	Fax number			
D	Office E-Mail address			
1.5	Registration :			
A	COEPP			
B	Commercial Registration			
1.6	License : To be registered with E.D.D. as Grade 1 Wiring Contractor for electrical & street - lighting works for a minimum of 2 year.			
1.7	Valid Bahraini Driving License :			
A	Engineer.			
B	Technician			
C	Site Supervisor (Not applicable to civil)			
1.8	Has Office, storage, facilities & others :			
A	Main office			
B	Drawing facility			
C	Storage facility			
D	Workshop facility (Not applicable to civil)			

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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	Elect. Network		Civil		Street Lighting		Remarks
		Minimum	Available	Minimum	Available	Minimum	Available	
1	Electrical Engineer	1		N.A		1		
2	Civil Engineer	N.A		1		N.A		
3	Electrical Technician	1		N.A		1		
4	Civil Technician	N.A		2		1		
5	Electrical Foreman	2		N.A		2		
6	Civil Foreman	N.A		2		N.A		
7	Cable Joints (HV)	3		N.A		N.A		
8	Electrical Fitter	1		N.A		1		
9	Linesman	1		N.A		N.A		
10	Draughtsman	1		N.A		1		
11	Wireman	2		2		3		
12	Mason	N.A		2		N.A		
13	Carpenter	N.A		2		N.A		
14	Steel fixer	N.A		2		N.A		
15	Painter	N.A		2		N.A		
16	Plumber	N.A		1		N.A		
17	Welder	N.A		1		N.A		
18	Laborer	20		10		10		
19	Secretary	1		1		1		

- C** CPR copies for above mentioned staff shall confirm to the position or trade indicated on the above table. In case of any conflict, the contractor must submit an undertaking in writing stating the employee actual trade and the CPR designated job title.
- D** Please state names of your sub-contractors for manpower and for all other general works, if any.

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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	Electricity Network		Civil		Street lighting		Remarks
		Minimum	Available	Minimum	Available	Minimum	Available	
1	Excavator	1		1		1		
2	Rock breaker	1		1		1		
3	Compressor	4		1		1		
4	Jack Hammer	4		2		2		
5	Asphalt Cutter	2		1		1		
6	Compactor Plate	2		1		1		
7	Compactor Roller	1		1		1		
8	Compactor Jumper	1		1		1		
9	Welding Machine	N.A.		1		N.A.		
10	Cable Winch	1		N.A.		1		
11	Cable Roller	200		N.A.		200		
12	Cable Trailer	2		N.A.		1		
13	Water Pump	2		1		1		
14	Water Tanker 1500 GL	1		1		1		
15	Concrete Mixer	N.A.		1		1		
16	Vibrator	1		4		1		
17	Truck/Lorry	2		1		1		
18	Winch Lorry	1		N.A.		1		
19	Saloon Car	2		2		2		
20	4 wheel drive	1		N.A.		1		
21	Pick up	2		2		2		
22	Generator 5 KVA	1		1		1		
23	High up	1		1		N.A.		
24	Hoist Tower Wagon (from 8-18m), depends on the job requirements	1		N.A.		3		
25	Crane 10 Tons	1		1		N.A.		
26	Crane 35 Tons	N.A.		N.A.		1		

- B** All plants and equipment mentioned above shall be either owned or hired on long term basis, and to be in an excellent working condition. 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	Electricity Network		Civil		Street lighting		Remarks
		Minimum	Available	Minimum	Available	Minimum	Available	
1	Cable identifier	1		N.A.		1		
2	Cable locator	1		N.A.		1		
3	Cable fault locator	1		N.A.		1		
4	Megger (500V)	2		N.A.		2		
5	Megger (2500V)	1		N.A.		N.A.		
6	Multi-meter	1		N.A.		1		
7	Clamp on meter	1		N.A.		1		
8	Phase sequence Indicator	1		N.A.		1		
9	Rot Tester	1		N.A.		N.A.		
10	Crimping Tool 500-1000m2	1		N.A.		N.A.		
11	Line tester LV	2		N.A.		2		
12	Line tester HV	1		N.A.		1		
13	Earth tester	1		N.A.		1		
14	Jointer tools (sets)	1		N.A.		1		
15	Fitter tools (sets)	2		N.A.		2		
16	CME's (LV & HV sets)	1		N.A.		1		
17	Linesman tool (kit)	1		N.A.		1		
18	Drilling Machine	1		1		1		
19	Grinder	1		1		1		
20	Wooden Ladder 6m	1		2		1		
21	Wooden Ladder 9m	1		N.A.		N.A.		
22	Steel cutter	1		1		1		
23	Traffic control equipments, sign board, cone barrier & warning light.(As per EWA requirement)	2 Sets		2 Sets		2 Sets		

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	Electricity N/W	Civil	Street Lighting	Remarks
1	Head protection	✓	✓	✓	
2	Eye protection	✓	✓	✓	
3	Ear protection	✓	✓	✓	
4	Face protection	✓	✓	✓	
5	Body protection	✓	✓	✓	
6	Hands protection	✓	✓	✓	
7	Leg Protection	✓	✓	✓	
8	Foot protection	✓	✓	✓	
9	Fall arrest equipment	✓	✓	✓	

- 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 Electricity maintenance works, Lighting works or Civil works according to the contractor prequalification category. 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 EWA.

7.0 Financial Strength:

The contractor must submit financial evidence from an accredited bank or an insurance company. (The Financial Evaluation will be according to Current Ratio Standard & Profit Margin Standard)
(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 two years.
- C** Copy of the Company's Commercial Certificate related to the prequalification activity.