

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

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

Measured Term Contracts
(MTC)

Table of Contents

Part #	Title	Page #
	<i>Contractor's Guidelines</i>	3
Part 1	<i>Contractor Identity</i>	5
Part 2	<i>Financial Resources</i>	8
Part 3	<i>Manpower Resources</i>	11
Part 4	<i>Bahrainization</i>	13
Part 5	<i>Plant & Equipment</i>	15
Part 6	<i>Performance</i>	17
	<i>(i) Net-Work Construction Jobs</i>	18
	<i>(ii) Minor Jobs Maintenance</i>	19
Part 7	<i>Experience & Expertise</i>	20
Part 8	<i>Authorization</i>	22
Part 9	<i>Declaration</i>	24

Contractor's Guidelines

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

CONTRACTOR'S GUIDELINES:

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).

Scope of Work

- 1- The contractor shall carry out jobs in construction field (new connection & network construction) and/or in maintenance field (emergency repair, valve maintenance, minor main replacement, meter replacement and zone meter maintenance). All contractor may carry out jobs in one of the above mentioned fields or both of them according to the work necessity.
- 2- The contractor shall attend to all customer emergency water complaints (leaks, no water , water shortage, water quality, meter & other problems) and shall carry out all necessary emergency repair or replacement activities such as tarmac cutting, excavation and back filling, meter leak repairs, pipe and fitting replacements, leak repairs using couplers, replacement of leaked / damaged pipes & fittings all types and sizes, operating valves of all sizes etc. in the Water Distribution Network in coordination with WDD staff.
- 3- The contractor shall complete all required repair and replacement works as per Water Directorate standards.
- 4- The contractor shall carry out pressure surveys in the water network to rectify and solve short water problems whenever required.

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. This document referred to as the **Questionnaire**, which is issued to any Company / Contractor who is already registered in Bahrain or is sponsored by a Baharaini Organization / Company for carrying out commercial activities & is interested in applying for Pre-Qualification with a view to register their name for works procured through **Measured Term Contract (MTC)** by **Electricity & Water**
3. EWA shall mean the Electricity & Water Authority and as per the signatory to the invitation for Pre-Qualification EWA's responsibility is delegated as follows:
Director, Purchasing & Supply Directorate (PSD) for all works in **Water Distribution Directorate (WDD)**.
4. Any organization applying for pre-qualification under this questionnaire is here-in-under referred as the contractor and the representative signatory to this application for prequalification assumes **full responsibility for accuracy** of information supplied.
5. The contractor shall submit copy of the articles of Association of the company's primary Status and has to be included/matched with the prequalification subject.
6. The contractor shall submit copy of Company's Financial Statements for the last two years.

7. The contractor shall submit copy of the Company's Commercial Certificate related to the prequalification activity.
8. This invitation for submission of information / details shall not constitute an offer by EWA to carry out work or a promise or an undertaking to enter into a contract with the contractor. Pre-qualified and registered contractors shall in future be **required to execute contract** for works as per the Govt. procedures.
9. The contractor shall furnish whenever necessary **documentary evidence** in support of information / details given in this application for pre-qualification. Documents forming part of Questionnaire set out the basic information required by EWA for assessment. It shall be the responsibility of the contractor to supply full information to establish that he has the necessary **competency**.
10. Information supplied in the pre-qualification **Questionnaire** shall form part of the contract to be signed in future with the selected contractors. Therefore, any change in the information supplied shall be notified to **WDD & PSD**. All information supplied by the contractor to establish his competency to undertake works shall remain **true, accurate and valid** throughout the tenure of the contract.
11. Discovery of any wrong or misleading information having been submitted by the contractor or withholding of information at any stage either prior to or after entering into contract with **EWA** will automatically lead to **stoppage** of consideration of contractor's case for pre-qualification, **withdrawal** of pre-qualification or **removal** of name as registered contractor as the case may be, without any reference to the contractor besides any other consequential penalties. EWA's decision in this regard shall be **absolute, final and binding** on the contractor.
12. The contractor / company desirous of registration as contractor in WDD shall submit the needed information in the form of the Questionnaire that follows herewith. Any part of the Questionnaire not relevant to the contractor should be filled in with the remark '**Not Applicable (N/A)**'. All supporting documents should be attached at the end of each respective part of the Questionnaire. If the space provided in the sheets is not sufficient, additional sheets with cross references may be attached. All submissions should be made in **(one hard copy and two soft copies in pdf format in addition to two original TBO2 form)**.
- 13.. Information / details submitted/ furnished here- under will be treated **confidential** but EWA reserves to itself the **right and authority** to consult Referees, Clients, Bankers or any other Agency as may be deemed suitable by it for verification of the correctness of the submissions made in the documents for pre-qualification by .the contractor.
14. All pages of the Questionnaire should bear **stamp and signatures** of the Contractor / Officer of organization or company duly authorized to sign the contract documents since the information shall constitute a part of the contract.
15. 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
16. Collect Pre-qualification documents from Purchasing & Supply Directorate, Central Store (Room # 21-4), Ground Floor, Electricity & Water Authority-Sitra, between **10th November 2014 and 4th December 2014**, during normal working hours.
17. 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 **10th December , 2014 before 1.30 pm. The opening process will take place on 11th December , 2014 at Tender Board's offices.**

Part 1

Contractor's Identity

MEASURED TERM CONTRACT
ASSESSMENT GUIDE

Part 1: Contractor's Identity:

1.1	Registered Name of Contractor	
1.2	Address	
1.3	Office Phone No.	
1.4	Office Fax No.	
1.5	Office E-mail	Ownership / Sponsorship / Partnership / Registered Company in Bahrain / Sole Proprietorship
1.6	Legal Status (Strike out whichever is not applicable)	
1.7	Memorandum & Articles of Association (Attach copy)	Name
1.8	Associated Organization (if any)	
		Address
1.9	Commercial Registration (Attach Copy)	No. Date of Issue
		Valid till
		Valid till
1.10	Drawing Office Facility (If Yes, give following information)	Address
	Drawing	
	Equipment	
	Available	
		Yes / No
1.11	Storage Facilities (For Storage of Materials issued by WDD) (If Yes, give following information)	Address
	a) Covered Space	
	b) Open Space	m ²

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

1.12 Communication Facilities
(with staff directly associated with WDD works)

a) Land Line Phone

No.	Contact Person	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

b) Mobile Phone

No.	Contact Person	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.13 Registration with / Approval by International Standards Organizations Yes / No
(If Yes, give details)

Name of Organization: _____

Details of Registration/Approval _____

1.14 Valid Bahraini Driving License
(with staff directly associated with WDD works)

	Name	Position
a)	_____	_____
b)	_____	_____
c)	_____	_____
d)	_____	_____
e)	_____	_____
	_____	_____

1.15 Prosecution / Punishment if any (If Yes, give the following information) Yes / No

a) Prosecution by whom _____

b) Nature of Penalty / Punishment _____

Part 2

Financial Resources

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 2: Financial Resources:

- 2.1 Registered Name of Contractor _____
- 2.2 Please provide the information in the under – mentioned format for the **past 3 consecutive Financial years** supported by copies of **Financial Statements** duly audited or a **certificate** from **Auditors** about the authenticity of the statements or financial statements certified by a **Professional Accountant**.

1. Financial Statements	(Year____)	(Year____)
	BD	BD
I. Current Assets		
II. Total Assets		
III. Current Liabilities		
IV. Net Debt		
V. Net Income		
2. Financial Ratio Analysis		
I. Current Ratio = (Current Assets/Current Liabilities)		
II. Debt Ratio = (Net Debt / Total Asset)		

Prepared By:
Name: Title : Signature: Date :
Approved By:
Name: Signature: Date :

Part 3

Manpower Resources

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 3: Manpower:

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

SR#	STAFF / DESIGNATION	CONSTRUCTION		MAINTENANCE		REMARKS
		Minimum	Available	Minimum	Available	
1	Civil Engineer	1		1		
2	Civil Technician	2		NA		
3	Surveyor *	1		NA		
4	General Foreman	3		1		
5	Plumber	3		2		
6	Mason	3		1		
7	Carpenter	2		1		
8	Driver (LV)	2		2		
9	Driver (HV)	1		1		
10	Painter	1		NA		
11	Draftsman	1		NA		
12	Watchman	1		NA		
13	Secretary / Tel. Operator	1		NA		
14	Laborer	15		12		

Please attach copies of the following documents:

- 1) CPR Cards of above mentioned employees. Employee's designated trade should conform to that shown in CPR Card. In case of conflict, contractor should submit an undertaking in writing stating the employee's actual trade along with supporting documentary evidence.
- 2) Receipt of updated payments to GOSI to confirm with the No. of employee.
- 3) License issued in favor of Civil Engineer & Technician by COEPP.
- 4) Qualified Surveyor can be hired from outside, copies of an agreement with manpower supplier on long term basis showing the availability of the mentioned Surveyor services on demand should be submitted.
- 5) Semiskilled/ Skilled manpower shall possess working tool set for each one separately.

Part 4

Bahrainization

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 4: Bahrainization:

- 4.1 Registered Name of Contractor
- 4.2 Employees:
- Total No.
- Bahrainis No.
- 4.3 Percentage of Bahraini Employees:
- 4.4 Minimum %age of Bahraini National required in Employment as per Norms of Ministry of Labor.
.....

Note: Attach a copy of certificate issued by the Ministry of Labor as to the compliance of employment of Bahraini Nationals

Part 5

Plant & Equipment

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 5 Plants, Equipments & Vehicles:

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

S.NO.	PLANT / EQUIPMENT	CONSTRUCTION		MAINTAINENCE		REMARKS
		Minimum	Available	Minimum	Available	
1	Excavator JCB	2		1		
2	Rock Breaker	1*		1		
3	Jack Hummer	2		4		
4	Air Compressor 350/400 cfm	1*		2		
5	Generator 5 kW	1*		1		
6	Compactor Plate	1		3		
7	Compactor Roller	2*		1		
8	Compactor Jumper	1*		1		
9	Grinder	3		2		
10	Asphalt Cutter	2*		2		
11	Steel Plate- thickness 1" Size : 2.4 m X 1.2 m	E		E		
12	Water Tanker 1500 G-Potable Water	1		NA		
13	Water Tanker 3000 G-Potable Water	1*		1		
14	Water Tanker 1500 G- Waste Water	1*		1		
15	Settlement tank-2 compartment Size :1.2m×1.2m×1.2m each	1		1		
16	Water Pumps 2"	NA		2		
17	Water Pumps 4"	2		2		
18	Water Pumps 6"	2*		2		
19	Hoist Tower Wagon Not less than 20ft	1		1		
20	Dump Truck 5 Tons	2*		NA		
21	Dump Truck 10 Tons	2*		NA		
22	Light Truck- 6 Wheel	2		2		
23	Pick Up – Double Cabin	1		2		

Note:

1. Please attach copies of Registration Certificates for vehicles & capacity of equipment where ever possible.
2. All plants and equipment mentioned above shall be owned only (*) items shall be 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.
3. Any personnel involved in handling above mentioned plants , equipments & vehicles must hold a valid CPR and having valid license and authorization to work on such vehicle or machinery
4. Test certificates from an authorized agent to be provided for all plants intended for lifting equipments used for EWA projects as per the requirements of the Industrial Security& Safety Directorate, EWA.
5. E = Enough numbers as per any site requirements.

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 6 Tools & Instruments:

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

S.NO.	PLANT / EQUIPMENT	CONSTRUCTION		MAINTAINENCE		REMARKS
		Minimum	Available	Minimum	Available	
1	A.C. Pipe Cutter	3		2		
2	D.I. Pipe Cutter (150-200mm)	2		3		
3	D.I. Pipe Cutter (300-400mm)	2		1		
4	D.I. Pipe Cutter (500-600mm)	2		1		
5	Ferrule Tapping Machine Sizes : 12, 25 & 38 mm	3		1		
6	Pressure Testing Equipment	2		NA		
7	Electronic Traffic Control Equipment	2*		2		
8	Traffic Control Set (Warning Lights, Cones, Road Diversion Signs, Road Diversion Poly Cans, Contractor's Sign Board)	E		E		
9	Safety Equipment Set (Helmets, Safety Shoes, Rubber Boots, Gloves Eye Protection Glasses)	E		E		

Note:

- 1 All tools & instruments mentioned above to be of an approved type.
- 2 All tools & instruments mentioned in above table shall be owned only (*) items shall be 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.
- 3 All traffic control sets to be in conformity with code of practice set out by Roads Directorate.
- 4 **E** = Enough numbers as per any site requirements.

Part 6

Performance

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 7(i) Performance (Net Work Construction Jobs):

Registered Name of Contractor:

Details of work done during the last 2 years

SR#	Job Title	Job No.	Cost of Work (BD)	Supervising Officer	Scheduled Comp. Period	Reasons For Delay	Remarks

Contractor's Signatures

Stamp

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 6(ii) Performance (Minor Jobs - Maintenance):

Registered Name of Contractor:

Details of work done during the last 2 years

SR#	Job Title	Job No.	Cost of Work Done (BD)	Supervising Officer	Remarks

Contractor's Signatures

Stamp

Part 7

Experience & Expertise

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 7 Experience & Expertise (Application to New Contractors Only):

Registered Name of Contractor:

Details of works done during the last 2 years

SR#	Job Title	Contract Value BD.	Year of Comp.	Client / Consultant	Supervisor's Name / Tel. No.	Nature of works	Any Delay in Comp.	Remarks

Note: Applicant should indicate for each Job in the "Remarks" column

- L** if **Labour Only** or
- LM** if both **Labour & Material**

**Contractor's Signatures
Stamp**

Part 8

Authorization

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 8 Authorization:

8.1 Registered Name of Contractor:

8.2 List of Persons authorized to sign on behalf of Contractor / Company:

(a) Contract Documents:

Name	Specimen Signatures
_____	_____
_____	_____
_____	_____

(b) Company Cheque:

_____	_____
_____	_____
_____	_____

(c) Variation Orders / Site Instructions:

_____	_____
_____	_____
_____	_____

(d) Invoices for Payment / Measurements

_____	_____
_____	_____
_____	_____

Part 9

Declaration

MEASURED TERM CONTRACT

ASSESSMENT GUIDE

Part 9: Declaration

Registered Name of Company / Contractor:

I, (Full Name)

For & on behalf of the above – mentioned Company / Contractor do hereby **declare** that the information given under Part 1 to Part 8 of the Questionnaire, is to the best of my knowledge **true & accurate** in all respects. I have not withheld any relevant information and / or giving wrong or misleading information. On the basis of information given by us, if select us and a contract is executed between us and the Electricity & Water Authority, we undertake unconditionally to maintain our competency as portrayed in this Questionnaire document throughout the tenure of the said contract. We also clearly understand that we shall remain prepared to carry out emergency works at extremely short notice (few hours) & that jobs of any monetary value may be allotted to us. In the event of your discovery of us withholding any relevant information and/or any information supplied by us to be inaccurate, wrong, false or misleading, we clearly understand that our application for prequalification will be **summarily rejected** & also if such act is discovered in future that all work orders issued to us will be forthwith **cancelled** & our name will be removed from the list of pre-qualified / registered contractors in addition to any contractual or legal action you may choose to take against us.

Signature: **Date:**

Full Name:

CPR No.: **Position in Company:**

Company / Contractor Stamp:

(The person signing this declaration will not be other than Owner, Chairman, Managing Director, Proprietor, Managing Partner or General Manager).