COST ENGINEERING DIRECTORATE

STANDARD FORM OF PREQUALIFICATION FOR VARIOUS ROAD TRAFFIC WORKS

To be completed in full by all Contractors wishing to tender for Road Traffic Works contracts.

NOTE :

1. The Directorate reserves the right to require the production of any evidence in support of all details entered hereunder.

2. The Applicant shall attach the following along with his application :

   a) Curriculum Vitae for all management staff and engineers.

   b) Photocopies of Organising Engineering Professional Practice cards for all engineers.

   c) GOSI Statement of account for the last 2 months.

   d) Photocopies of registration documents for all plant and equipment.

   e) Audited Annual Financial Statement for the last 3 years and Banker's Reference i.e. a letter from the bank regarding financial relationship of your company with the Bank.

   f) Consultant's references, Contract Agreements and Completion Certificates for the largest three projects completed within the last three years.

   g) Copy of current Commercial Registration.

   h) A Statement form from Ministry of Labour confirming the compliance of approval percentage of Bahranisation in the workforce.

3. This Prequalification Invitation is according to the provision of the Law Regulation Government Tenders & Purchases No. (36) of 2002 and its Implementing Regulations issued by Decree No. (37) of 2002.

4. The completed prequalification shall be submitted to the following address:

The Director,
Cost Engineering Directorate
Ministry of Works
P.O. Box 5, Manama
Kingdom of Bahrain

PART 1- COMPANY DETAILS

1.1 COMPANY NAME: _____

1.2 ADDRESS : Flat No. : _____ Building/Villa No. _____ Road No.: _____
Area No. : _____ Block No. : _____ P.O. Box : _____
Email Address : _____

1.3 TELEPHONE NUMBER(S): _____

1.4 TELEX/FAX NUMBER: _____

1.5 CR NR: _____

1.6 GRADE: _____

1.7 DETAILS OF CR (TYPE OF BUSINESS): _____

_____

1.8 DATE OF ESTABLISHMENT: _____

1.9 ASSOCIATED COMPANIES: _____

	Name	**Nationality**
1.10 OWNERS / PARTNERS:	_____	_____
	_____	_____
	_____	_____
Managing Director:	_____	_____
Other Directors:	_____	_____
	_____	_____
	_____	_____
	_____	_____
Company Secretary:	_____	_____

1.11 MAXIMUM VALUE OF CONTRACTS SOUGHT: _____

1.12 TYPE OF WORK SOUGHT: _____

_____

Note: The Contractor shall immediately inform the Director, Cost Engineering Directorate of any amendments to the above information.

PART 2 - STAFF

2.1 TOTAL NUMBER OF EMPLOYEES:

Position	Bahraini	Expatriate	Total
General Manager:			
Contracts Managers:			
Senior Engineers:			
Quantity Surveyors:			
Site Engineers:			
Safety Officer:			
General Foremen:			
Skilled Labour:			
Die Maker:			
Spray Painter:			
Electrician:			
Bender:			
Plastic Cutter:			
Steel Fabricator:			
Welder:			
Carpenter:			
Plastic Technician:			
Driver Metal Fabricator:			
Printer:			
Other:			
Labourer			
Apprentices/Trainees			
		GRAND TOTAL :	

2.2 SITE STAFF ON CURRENT PROJECTS:

Name of Project:	Supervisory Staff	Skilled Labour	Unskilled Labour
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART 3 - SPECIALIST SERVICES:

Note: i) The Contractor should enter hereunder details of all specialist services offered and to provide information of specialist services.

ii) Applicable for Traffic Sign Contractors to provide information about his signs manufacturing capabilities per day for the following :

- Small Signs less than 2 Sqm.
- Large Sign (Advance/Gantry) more than 2 Sqm

PART 4 - PLANT AND EQUIPMENT

4.1 LIST OF PLANT AND EQUIPMENT OWNED BY THE COMPANY

Note: The Contractor should include with this form copies of all registration documents as proof of ownership of vehicles and plant listed below

Item	Make	Capacity	Nr. Owned
Compressors :			
1) Small Size	_____	_____	_____
2) Heavy Duty Size	_____	_____	_____
	_____	_____	_____
Cranes:			
1) Fork Lift	_____	_____	_____
2) High Up	_____	_____	_____
	_____	_____	_____
Dumpers:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Signs (Various Types):	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Generators:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Surveying Equipments:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Item (cont.)	Make	Capacity	Nr. Owned
Rammers & Compactors:			
Trucks:			
Pick-ups:			
Water Tankers:			
Vibrators:			
Breathing Apparatus:			
Road Marking Heater:			
Road Marking Eraser:			

Item (cont.)	Make	Capacity	Nr. Owned
Road Marking Machines: (Computerised Operation)			
Road Marking Machines: (Manual Operation)			
Crash Barriers Tensioning Equiment to be used for erection			
Other Equipments:			
Plotter – Cutter Saw:			
Computer Full System: For lettering:			
Sheet Heating:			
Clamping Machine:			
Bench Drill Machine:			
Bending Machine:			
Aluminium Welding Machine:			
Power Press Machine:			
Grinder Machine:			
Painting/Drying Container:			
Tensioning Equipments:			
Jack Hammers:			
Soil Compacter:			

4.2 DETAILS OF WORKSHOP FACILITIES FOR FABRICATING OR MANUFACTURING OF PEDESTRIAN FENCINGS, SAFETY FENCINGS AND ROAD TRAFFIC SIGNS ETC.

Various workshop Facilities owned by the Contractor	Name of Workshop, Address, Tel No, CR No.	Machineries available	Area of Workshop in Square Metres	Storage Area in Square Metres (Indoor)

DECLARATION

Note : This form shall form part of the prequalification documents. The same shall be completed and submitted along with prequalification form. Contractor should indicate the field of works/ Type of Materials in which he is interested to be prequalified. Contractor needs to fill only the items which they wish to prequalify.

Field of works to be prequalified	classification	Yes/No
a) Pedestrian Fencing Works	Fabrication (Locally)	
	Erection only	
b) Safety Fencing Works	Fabrication (Locally)	
	Erection only	
c) Road Markings including studs	Fabrication (Locally)	
	Erection only	
d) Traffic Signs	Fabrication (Locally)	
	Erection only	
e) Kerb Painting		
f) Parking Meters		
g) Crash Barriers		

DECLARATION (CONTINUED)

APPLICABLE FOR PREQUALIFICATION OF IMPORTED MATERIALS FOR SUPPLYING TO MINISTRY

Type of Materials to be prequalified	Manufacturer Details, Make	Origin (Country)	Yes/No
a) Supply of Pedestrian Fencing Materials			
b) Supply of Safety Fencing Materials			
c) Supply of Roads Studs (Ceramic)			
d) Supply of Road Studs (Any other Materials)			
e) Traffic Signs			
f) Any other materials			

Notes : 1. If the contractor intends to fabricate Pedestrian Fencing, Safety Fencing, Road Studs, Signs locally, please furnish details of fabrication facilities, paint shops and indoor storage facilities owned by the contractor in detail as per 4.2 herein before.

2. If the contractor proposes to import the Pedestrian Fencing, Safety Fencing, Signs, Road Studs from any manufacturer, he should indicate the source of materials/manufacturer of materials, make and origin (country) for the purpose of supply the above items for approval.

3. The contractor should submit the catalogue and test certificates (from approved authority) and samples of all imported materials for approvals while submitting request for prequalification. In the absence of test certificate from approved authority, samples and catalogues of materials, contractor's request for prequalification will not be considered.

PART 5 - EXPERIENCE AND REFERENCES

5.1 TOTAL VALUE OF WORK COMPLETED OVER LAST 3 YEARS:

Year	Total Value (BD)

5.2 PRINCIPAL CONTRACTS COMPLETED OVER LAST 3 YEARS:

Project Name	Employer/ Consultant	Commencement Date	Completion Date	Value

5.3 LIST OF WORKS IN PROGRESS:

Project Name	Employer/ Consultant	Contract Period	Value	% Comp.

5.4 LIST OF REFERENCES:

Bank Reference: _____

_____

*Client / Consultant references:_____

_____

_____

_____

5.5 MATERIAL PREQUALIFICATION

(i) Contractors should submit the material compliance certificate from Material Engineering Directorate along with this Prequalification form. For this purpose samples of the following materials shall be delivered to the Materials Engineering Directorate Materials Testing Laboratory and obtain the certificate after testing. Contractors who are already having the material compliance certificate from this Directorate can attach the same.

(ii) Site Visit to the supplier's factory will be made to assess his capability, inspect the machines/equipment he is using and to check information given by the contractor in the prequalification form.

(iii) A trial work (small job) will be assigned to the contractors to assess his workmanship.

(iv) Workmanship in general.

(v) **Preference will be given to Contractors for prequalification who have ISO 9000 series certification in manufacturing operations. Contractors shall attach all the relevant papers in respect of the valid ISO 9000 certification along with the prequalification forms.**

<u>* (Contract Agreements & Completion Certificates)</u>

PART 6 - AUTHORISATIONS

6.1 LIST OF PERSONS AUTHORISED TO SIGN ON BEHALF OF THE COMPANY:

Name	Specimen signatures	CPR No.
A. Contract Documents		
_____	_____	_____
_____	_____	_____
_____	_____	_____
B. Variation Orders		
_____	_____	_____
_____	_____	_____
_____	_____	_____
C. Company Cheques		
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: The Contractor shall immediately inform the Director, Cost Engineering Directorate of any amendments to the above list.

PART 7 - DECLARATION

I declare that the information given above is to the best of my knowledge true and complete and I understand that should any serious error be contained my company will be excluded from the list of Approved Contractors. I also undertake to inform you immediately of any changes to the Company structure.

Signed : _____

Capacity in the Company: _____

Date : _____

Company Stamp :

COST ENGINEERING DIRECTORATE

PREQUALIFICATION DOCUMENT CHECKLIST

Please ensure that the following documents are completed /attached prior to submission. You are required to check (√) each box for all documentation submitted.

1	Prequalification Form :	
(i)	Part 1 - Company Details	☐
(ii)	Part 2 - Staff	☐
(iii)	Part 3 - Specialist Services (if applicable)	☐
(iv)	Part 4 - Plant and Equipment	☐
(v)	Part 5 - Experience and References	☐
(vi)	Part 6 - Authorization	☐
(vii)	Part 7 - Declaration	☐
2	Copy of Current Commercial Registration	☐
3	Ministry of Labour Statement (Confirming the compliance of approval percentage of Bahranisation in the workforce)	☐
4	GOSI Statement of account for the last two (2) months	☐
5	Bankers Reference (A letter from the Bank regarding financial relationship of your company with the Bank)	☐
6	Audited Financial Statement for the last (3) years	☐
7	Curriculum Vitae for all management staff and engineers	☐
8	Copy of Organising Engineering Professional Practice License for all Engineers (COEPP License)	☐
9	Consultant's References, Contract Agreements and Completion Certificates for the largest three (3) projects completed within the last three (3) years	☐
10	Registration Documents for all plants and Equipment	☐

PREQUALIFICATION DOCUMENT CHECKLIST (CONT'D)

11	Details of Safety Officers and their qualifications	☐
12	Health and Safety Plan	☐
13	Testing Certificate (for Road Safety Barrier)	☐
14	EDD Contractor's License (for electrical category only)	☐
15	EDD Wiremen's License (for electrical category only)	☐
16	Quality Assurance Practice/System in place (if available)	☐
17	Quality Control Practice/System in place (if available)	☐
18	Organization Chart	☐
19	Memorandum of Association	☐
20	One softcopy Document in PDF Format of the prequalification Application in a CD.	☐

Submitted by :

Signature: _____ **Date:** _____

Name: _____ **CPR No. :** _____

Company Name: _____