



Ministry of Works, وزارة الأشغال  
Municipalities Affairs وشؤون البلديات  
and Urban Planning والتخطيط العمراني

**COST ENGINEERING DIRECTORATE**  
**PREQUALIFICATION FORM FOR**  
**BUILDING CONSTRUCTION PROJECTS**

To be completed in full by all Contractors wishing to tender for Building Construction Projects 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 the Council for Regulating the Practice of Engineering Professions License 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 Bahransisation 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 Prequalification Invitation & process of issuing Prequalification Certificate is according to the provision of the Ministerial code no. (9) of 2017.
5. The completed prequalification shall be submitted through the Prequalification Electronic System (<https://www.works.gov.bh/English/Services/cost/Pages/n1.aspx>)

**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:** \_\_\_\_\_

	<u>Name</u>	<u>Nationality</u>
<b>1.10 OWNERS / PARTNERS:</b>	_____	_____
	_____	_____
	_____	_____
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:**

<b>Position</b>	<b>Bahraini</b>	<b>Expatriate</b>	<b>Total</b>
General Manager:	_____	_____	_____
Contracts Managers:	_____	_____	_____
Senior Engineers:	_____	_____	_____
Quantity Surveyors:	_____	_____	_____
Site Engineers:	_____	_____	_____
Safety Officer:	_____	_____	_____
General Foremen:	_____	_____	_____
Skilled Labour (specify):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Labourer	_____	_____	_____
Apprentices / Trainees (specify):			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<b>GRAND TOTAL:</b>	_____

**2.2 SITE STAFF ON CURRENT PROJECTS:**

<b>Name of Project:</b>	<b>Supervisory Staff</b>	<b>Skilled Labour</b>	<b>Unskilled Labour</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART 3 - SPECIALIST SERVICES:**

Note: The Contractor should enter hereunder details of all specialist services offered, e.g. own quarry, precast factory, asphalt plant etc.

**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

<b>Item</b>	<b>Make</b>	<b>Capacity</b>	<b>Nr. Owned</b>
Compressors:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Concrete Mixers:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Cranes:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Dumpers:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Excavators:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Pumps: (specify diameter and type)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Road Rollers:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

<b>Item (cont.)</b>	<b>Make</b>	<b>Capacity</b>	<b>Nr. Owned</b>
Graders:	_____	_____	_____
	_____	_____	_____
Shovels:	_____	_____	_____
	_____	_____	_____
Tractors (Bulldozers):	_____	_____	_____
	_____	_____	_____
Surveying Equipment:	_____	_____	_____
	_____	_____	_____
Rammers & Compactors:	_____	_____	_____
	_____	_____	_____
Trucks:	_____	_____	_____
	_____	_____	_____
Pick-ups:	_____	_____	_____
	_____	_____	_____
Water Tankers	_____	_____	_____
	_____	_____	_____
Vibrator:	_____	_____	_____
	_____	_____	_____
Generators:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Other Equipment	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**PART 5 - EXPERIENCE AND REFERENCES**

**5.1 TOTAL VALUE OF WORK COMPLETED OVER LAST 3 YEARS:**

<u>Year</u>	<u>Total Value (BD)</u>
_____	_____
_____	_____
_____	_____

**5.2 PRINCIPAL CONTRACTS COMPLETED OVER LAST 3 YEARS:**

<u>Project Name</u>	<u>Employer/ Consultant</u>	<u>Commencement Date</u>	<u>Completion Date</u>	<u>Value</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**5.3 LIST OF WORKS IN PROGRESS:**

<u>Project Name</u>	<u>Employer/ Consultant</u>	<u>Contract Period</u>	<u>Value</u>	<u>% Comp.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**5.4 LIST OF REFERENCES:**

Bank Reference: \_\_\_\_\_

\_\_\_\_\_

\*Client / Consultant references: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\* (Contract Agreements & Completion Certificates)**



**PART 6 - AUTHORISATIONS**

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

	<u>Name</u>	<u>Specimen signatures</u>	<u>CPR No.</u>
<b>A. Contract Documents</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>B. Variation Orders</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>C. Company Cheques</b>	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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 CHECKLIST FOR LOCAL CONTRACTORS**

**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  | <input type="checkbox"/> |
| (ii)  | Part 2 - Staff  | <input type="checkbox"/> |
| (iii) | Part 3 - Specialist Services (if applicable)  | <input type="checkbox"/> |
| (iv)  | Part 4 - Plant and Equipment  | <input type="checkbox"/> |
| (v)   | Part 5 - Experience and References  | <input type="checkbox"/> |
| (vi)  | Part 6 - Authorization  | <input type="checkbox"/> |
| (vii) | Part 7 - Declaration  | <input type="checkbox"/> |
| 2     | Copy of Current Commercial Registration   | <input type="checkbox"/> |
| 3     | Ministry of Labour Statement<br>(Confirming the compliance of approval percentage of<br>Bahrainisation in the workforce)                                    | <input type="checkbox"/> |
| 4     | GOSI Statement of account for the last two (2) months   | <input type="checkbox"/> |
| 5     | Bankers Reference<br>(A letter from the Bank regarding financial relationship of your<br>company with the Bank)   | <input type="checkbox"/> |
| 6     | Audited Financial Reports for the last (3) years  | <input type="checkbox"/> |
| 7     | Curriculum Vitae for all management staff and engineers   | <input type="checkbox"/> |
| 8     | Copy of the Council for Regulating the Practice of Engineering<br>Professions License for all Engineers (CRPEP License)                                     | <input type="checkbox"/> |
| 9     | Consultant's References, Contract Agreements and Completion<br>Certificates for the largest three (3) projects completed within<br>the last three (3) years | <input type="checkbox"/> |
| 10    | Registration Documents for all Plants and Equipment   | <input type="checkbox"/> |

**PREQUALIFICATION DOCUMENT CHECKLIST (CONT'D)**

- |    |   |                          |
|----|---|--------------------------|
| 11 | Details of Safety Officers and their qualifications   | <input type="checkbox"/> |
| 12 | Health and Safety Plan  | <input type="checkbox"/> |
| 13 | Relevant Material Testing Certificate from MED, Works Affairs for Road Asphalt & Road Safety Barrier (for relevant categories only) | <input type="checkbox"/> |
| 14 | EDD Contractor's License (for electrical category only)   | <input type="checkbox"/> |
| 15 | EDD Wiremen's License (for electrical category only)  | <input type="checkbox"/> |
| 16 | Quality Assurance Practice/System in place (if available)   | <input type="checkbox"/> |
| 17 | Quality Control Practice/System in place (if available)   | <input type="checkbox"/> |
| 18 | Organization Chart  | <input type="checkbox"/> |
| 19 | Memorandum of Association   | <input type="checkbox"/> |

**Submitted by :**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CPR No. :** \_\_\_\_\_

**Company Name:** \_\_\_\_\_