



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

## **COST ENGINEERING DIRECTORATE**

### **PREQUALIFICATION FORM FOR OPERATION, MAINTENANCE, ADMINISTRATION & MANAGEMENT OF SEWERAGE/TSE PUMPING STATIONS & NETWORK SYSTEMS**

(To be completed in full by all Contractors wishing to tender for specialized works).

#### **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>
1.10 <b>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:	_____	_____	_____
Electromechanical Engineers (P/Stns)	_____	_____	_____
Instrumentation Engineers (P/Stns)	_____	_____	_____
PLC Programmers	_____	_____	_____
Safety Officer:	_____	_____	_____
General Foremen:	_____	_____	_____
Skilled Electromechanical & Instrumentation Technicians:			
_____	_____	_____	_____
_____	_____	_____	_____
Semi Skilled Technicians & Skilled Pipe Fitters:			
_____	_____	_____	_____
_____	_____	_____	_____
Pumping Station Operators cum Light Vehicle Drivers:			
_____	_____	_____	_____
Sweepers/Helpers/Labourers:			
_____	_____	_____	_____
_____	_____	_____	_____
Employees with Permit to Enter Confined Space (Use of Breathing Apparatus)			
_____	_____	_____	_____
		<b>GRAND TOTAL:</b>	_____

**2.2 SITE STAFF ON CURRENT PROJECTS:**

<b>Name of Project:</b>	<b>Supervisory Staff</b>	<b>Skilled Technician</b>	<b>Semi Skilled Technician</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PART 3 - SPECIALIST SERVICES:**

Note: The Contractor should enter hereunder details of all specialist services offered.





**PART 4 - PLANT, EQUIPMENT, DEVICES AND TOOLS FOR O&M OF TSE NETWORKS (for Specialized Services)**

**4.1 LIST OF PLANT, EQUIPMENT, DEVICES, ACCESSORIES AND TOOLS OWNED BY THE COMPANY.**

Item	Description of Set Up/Details
<b>4.1C - SDD SAFETY REQUIREMENTS</b>	
	For jobs involving live sewage or works carried out in hazardous environment (confined space), the Sanitary Engineering Directorate require the following before such work is to be carried out by the Contractor:
1.	Trained personnel with certificate for working in confined spaces or hazardous areas (Indicate names of personnel with valid certificate).
2.	Safety Equipment (Contractor to indicate the Quantity)
	(i) Breathing Apparatus
	(ii) Rescue Breathing Apparatus
	(iii) Breathing Air Cylinders
	(iv) Mechanical Rescue Devices
	(v) Gas Monitors
	(vi) Safety Harnesses and Lifelines
	(vii) Protective Clothing
3.	Welfare Arrangements

**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 :



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## 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
- 12 Health and Safety Plan
- 13 Relevant Material Testing Certificate from MED, Works Affairs for Road Asphalt & Road Safety Barrier (for relevant categories only)
- 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

**Submitted by :**

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

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

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

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

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