



State of Kuwait
Ministry of Public Works



International Contractors
Prequalification Document

For
Major Roads and Bridges
Construction Contracts

(April 2010)

TABLE OF CONTENTS

Section I. Instructions to Applicants.....	1
1. Scope of Application.....	1
2. Corrupt Practices	2
3. Source of Funds.....	2
4. Eligible Applicants	3
5. Eligible Goods and Related Services	4
6. Sections of Prequalification Document	5
7. Clarification of Prequalification Document	5
8. Amendment of Prequalification Document.....	5
9. Documents Comprising the Application.....	6
10. Letter of Application.....	6
11. Submission of Applications.....	6
12. Procedure for Evaluation.....	8
13. Method of Evaluation.....	9
Section II. Qualification Criteria	1
Section III. Application Forms.....	1
<i>PQ Form 1.1:</i> Letter of Application	2
<i>PQ Form 1.2:</i> Applicant General Information Sheet	4
<i>PQ Form 2.1:</i> Financial Performance	5
<i>PQ Form 2.2:</i> Average Annual Construction Turnover.....	7
<i>PQ Form 3.1:</i> General Construction Experience	8
<i>PQ Form 3.2:</i> Specific Construction Experience.....	9
<i>PQ Form 3.3:</i> Current Construction Contracts / Work in Progress.....	11
<i>PQ Form 3.4:</i> Litigation History	12
<i>PQ Form 4.1 (a):</i> Personnel Skills & Capacity	13
<i>PQ Form 4.1 (b):</i> Candidate Summary	14
<i>PQ Form 5:</i> Equipment Capabilities	15

Section I. Instructions to Applicants

A. General

1. Scope of Application

- 1.1 The Ministry of Public Works in the State of Kuwait, hereinafter referred to as "the Employer", intends to prequalify international contractors for major roads and bridges construction contracts.
- 1.2 The Works under the Contract are categorised primarily as General Civil (Earthwork, Utilities, Piling, Concreting, Pre-stressed Concrete, etc.) with limited work requiring specialist contractors.

The main components of the Works include but not limited to the following as appropriate:

- At-grade roadways;
 - Depressed roadways in reinforced concrete troughs, including piling works;
 - Vehicular bridges (Reinforced concrete substructure and Pre-stressed concrete superstructure) with roadways on reinforced earth ramps;
 - Pedestrian bridges and Utility bridges;
 - Relocation and diversion (including new lines) of existing services and utilities, road and footpath surfacing, road lighting, road signs, road markings, traffic signals, surface water drainage and associated works;
 - Relocation (including new lines) of electrical lines including high tension cables;
 - Maintenance and protection of traffic within congested areas;
 - Traffic control and monitoring systems;
 - Landscaping and associated irrigation works;
 - Other works related to associated local roads and junctions.
- 1.3 The Contract General Conditions will be Kuwait's Ministry of Public Works General Legal Conditions.
- 1.4 This prequalification is for project to be tendered during the period from year 2010 to year 2012.

2. Corrupt Practices

- 2.1 The Employer requires that the Applicants, Tenderers, Suppliers, Contractors, and Consultants under Contracts for the State of Kuwait, adhere to the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Employer:
- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” or “bribery” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution, including “extortion or coercion practices” by means of threats of injury to person, property or reputation; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes “collusive practices” among Tenderers (prior to or after the tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition;
 - (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
 - (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract;
- 2.2 The Applicant shall disclose any commissions or fees that may have been paid or are to be paid to Agents, representatives or commission agents with respect to the prequalification process; and
- 2.3 The Applicant shall allow the Kuwait Audit Bureau, or any person that may designate, to inspect or carryout audits of the Applicant’s suppliers/subcontractors accounting records and financial statements in relation with this procurement process.

3. Source of Funds

- 3.1 All funds required to complete the Works under the Contract are provided by the Government of Kuwait through the Ministry of Public Works.

4. Eligible Applicants

- 4.1 The Applicant shall be an international contractor with international experience using high quality international best practice construction standards, not registered with the Central Tendering Committee (CTC) in the State of Kuwait, and registered in a country recognized by the State of Kuwait, and can be a private, public or government owned legal entity.

The international contractor will be required to meet all requirements of the CTC and the current Kuwaiti laws (including eligible country requirements).

Joint Venture of international contractors **will not** be eligible.

- 4.2 A firm (the Applicant) shall submit only one Application for Prequalification.

No firm can be a subcontractor while submitting an Application as main contractor in the same tendering process. A firm, if acting in the capacity of Subcontractor in any Application, may participate in more than one Application, but only in that capacity (Subcontractor).

The Applicant who submits, or participates in, more than one Application will cause all the proposals in which the Applicant has participated to be **disqualified**.

- 4.3 Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

- 4.4 Firms from an eligible country may be excluded if, as a matter of law or official regulations, the Employer's country prohibits commercial relations with that country, provided that the Employer is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works required.

- 4.5 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of this prequalification.

Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

5. Eligible Goods and Related Services

5.1 All goods and related services to be supplied under the Contract shall have an eligible country as their country of origin.

5.2 The term “goods” includes commodities, raw material, machinery, equipment and industrial plants; and “related services” includes services such as insurance, installation, training and initial maintenance.

The term “country of origin” means the country where the goods have been mined, grown, harvested, produced, manufactured, or processed;

or the country where - through manufacture, processing or assembly - another commercially recognized article (that differs substantially in its basic characteristics from its imported components) results

5.3 The nationality of the firm that produces, assembles, distributes, or sells the goods shall not determine their origin.

B. Contents of the Prequalification Document

6. Sections of Prequalification Document

- 6.1 The document for the prequalification of Applicants (hereinafter “Prequalification Document”) consists of all the sections indicated below, and should be read in conjunction with any issued Addenda:
- Section I. Instructions To Applicants (ITA)
 - Section II. Qualification Criteria
 - Section III. Application for Prequalification Forms (PQ Forms)
- 6.2 The “Invitation for Prequalification” issued by the Employer is not part of the prequalification document.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.
- 6.4 The applicant shall submit all required forms in Digital form on MS office Word version 2003.

7. Clarification of Prequalification Document

- 7.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing. The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of applications.

In this regard, pre-prequalification meeting will be held at MPW offices. All applicants will be notified of the date of this meeting.

The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. The Employer may amend the prequalification document as a result of a clarification if deemed necessary by the Employer.

8. Amendment of Prequalification Document

- 8.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda.
- 8.2 Any addenda issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Employer.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

C. Preparation and Submission of Applications

9. Documents Comprising the Application

9.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the application, the translation shall govern.

9.2 The application shall comprise the following:

- (a) Letter of Application;
- (b) documentary evidence establishing the Applicant's eligibility to prequalify;
- (c) documentary evidence establishing the Applicant's qualifications, in accordance with section II;
- (d) written confirmation authorizing the signatory of the application to commit the Applicant.

Any deletions or overwriting shall be valid only if they are signed or initialed by the authorized person signing the Application; and

- (e) any other document required as specified in this Document.

10. Letter of Application

10.1 The Applicant shall prepare a Letter of Application using the form furnished in Section III, Application Forms. This Form must be completed without any alteration to its format.

11. Submission of Applications

11.1 Submission of applications for prequalification must be received sealed envelopes, either delivered by hand or by registered mail to:

Central Tendering Committee (CTC)

Applications must be received not later than **the date set in the** Invitation for Prequalification issued by the Employer.

11.2 The title **set in the** Invitation for Prequalification issued by the Employer should be clearly marked on the Application.

11.3 The name and mailing address of the Applicant shall be clearly marked on the envelope.

- 11.4 All the information requested for prequalification shall be answered in the English language by the Applicant. Where information is provided in another language, it shall be accompanied by a translation of its pertinent parts into English. This translation will govern and will be used for interpreting the information.
- 11.5 Failure to provide information that is essential to evaluate the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.
- 11.6 The Employer will accept no responsibility for not processing any envelope that was delivered unsealed or not identified as required.
- 11.7 The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

D. Evaluation of Applications

12. Procedure for Evaluation

- 12.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
- 12.2 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 12.3 Failure to provide information that is essential to evaluate the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.
- 12.4 The Employer may reject any application which is not responsive to the requirements of the prequalification document.
- 12.5 The Employer shall use all the factors, methods and criteria defined in Section II, Qualification Criteria to evaluate the qualifications of the Applicants and any specialist subcontractors. The use of other factors, methods or criteria shall not be permitted. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.
- 12.6 The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.
- 12.7 All Applicants whose applications have met or exceeded the specified threshold criteria will, to the exclusion of all others, be qualified by the Employer.
- 12.8 Any change in the structure or formation of an Applicant after being qualified and invited shall be subject to written approval of the Employer prior to the deadline for submission of Tenders. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section II, Qualification Criteria, or if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than fourteen (14) days after the date of the Invitation to Tender.

13. Method of Evaluation

13.1 Evaluation of the applications will be on Pass/Fail basis.

The qualified applicant shall meet **all the minimum requirements** (i.e. all Pass) of the qualification criteria listed in section II herein in accordance with the following sample evaluation table:

Qualification Criteria	Minimum Requirements	Pass	Fail
1. Eligibility			
1.1 Applicants shall not have a conflict of interest.			
1.2 Eligible source country.			
2. Financial Situation			
2.1 Financial Performance: (a) Financial Position; (b) Bonding; (c) Cash Flow Capacity.			
2.2 Average Annual Construction Turnover (Civil Engineering Construction Works only) within the last previous three (3) years.			
3. Experience			
3.1 General Construction Experience for at least the last five (5) years.			
3.2 Specific Construction Experience in at least three (3) contracts within the last five (5) years, each of similar size and type of the proposed contract: (a) experience in construction contracts where international standards (such as AASHTO, BS, etc.) are adopted for both design and construction; (b) commitment to Quality and Safety; (c) past performance.			
3.3 Current Construction Contracts, which are similar to the proposed contract.			
3.4 Litigation History.			

Qualification Criteria	Minimum Requirements	Pass	Fail
4. Personnel Skills and Capacity 4.1 Nomination of suitably qualified personnel to fill key positions.			
5. Equipment Capabilities 5.1 Descriptive list of key items of equipment necessary or relevant for the proposed contract.			

Section II. Qualification Criteria

This Section contains all the factors, methods and criteria that the Employer shall use to evaluate applications. The information to be provided and the documentation to be submitted in relation to each factor and the definitions of the corresponding terms are indicated in this section and/or in the respective Application Forms in Section III.

Prequalification will be based on meeting all the following minimum criteria regarding the Applicant's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application as required in Section III.

The Employer reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

Qualification Criteria		Submission Requirements
1. Eligibility		
1.1	Applicants shall not have a conflict of interest in accordance with ITA (Section I).	Form 1.1 (Letter of Application) with attachments
1.2	This invitation to prequalify is open to any contractor from any eligible source country in accordance with ITA (Section I).	Form 1.2 with attachments
2. Financial Situation		
2.1	<p>Financial Performance</p> <p>Submission of audited balance sheets or if not required by the law of the applicant's country, other financial statements acceptable to the Employer, for the last previous five (5) years to demonstrate:</p> <p>(a) Financial Position: the current soundness of the applicants financial position and its prospective long term profitability;</p> <p>(b) Bonding: ability to provide the required Initial and Performance Bonds (bank guarantees) and insurance policies as required by the Tender Documents and the CTC; and</p> <p>(c) Cash Flow Capacity: capacity to have a minimum cash flow amount of Kuwaiti Dinars ten million (KD 10,000,000). Access to this available credit facility must be demonstrated by a letter from the Applicant's Banker.</p>	Form 2.1 with attachments

	Qualification Criteria	Submission Requirements
2.2	<p>Average Annual Construction Turnover</p> <p>Minimum average annual construction turnover of Kuwaiti Dinars three hundred million (KD 300,000,000), calculated as total certified payments received for contracts in progress or completed, within the last previous three (3) years. This value shall apply to Roadway Civil Engineering Construction Works only.</p>	Form 2.2
3. Experience		
3.1	<p>General Construction Experience</p> <p>Experience under construction contracts in the role of contractor, or management contractor for at least the last five (5) years prior to the applications submission date.</p>	Form 3.1
3.2	<p>Specific Construction Experience</p> <p>Participation as contractor, management contractor or subcontractor, in at least three (3) contracts within the last five (5) years, each of similar size and type of the proposed contract, that have been successfully and substantially completed. The similarity shall be based on the physical size, type, complexity, methods/technology or other characteristics as described in the "Scope of Application" section.</p> <p>The Applicant shall also demonstrate:</p> <ul style="list-style-type: none"> (a) experience in construction contracts where international standards (such as AASHTO, BS, etc.) are adopted for both design and construction; (b) commitment to Quality and Safety and actual implementation of Quality, Health and Safety procedures in the contracts; and (c) past performance, in the form of a favorable evaluation and/or recommendation from Employers of major projects. 	Form 3.2
3.3	<p>Current Construction Contracts</p> <p>Current committed participation as contractor or management contractor on construction contracts, which are similar to the proposed contract.</p>	Form 3.3

Qualification Criteria		Submission Requirements
3.4	<p>Litigation History</p> <p>The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five (5) years.</p> <p>Consistent history of judgment against the may result in disqualification of the applicant.</p>	Form 3.4
4. Personnel Skills and Capacity		
4.1	<p>Nomination of suitably qualified personnel to fill the following key positions:</p> <ol style="list-style-type: none"> 1. Project Manger 2. Construction Manager 3. Senior Planner 4. Senior Structural Engineer 5. Senior Bridge Engineer 6. Senior Highway Engineer 7. Senior Utilities Engineer 8. Senior Foundation and Soil Engineer 9. Senior Material Engineer 10. Senior Safety Specialist 11. Traffic Management Safety Specialist 12. Work Zone Safety Specialist <p>Minimum relevant experience required shall be:</p> <ul style="list-style-type: none"> - 20 years for positions No. 1 and 2; - 15 years for positions No. 3 to 9; - 10 years for positions No. 10 to 12. <p>The nominated candidates should be listed in Form 4.1(a) and information on nominated personnel for these positions is to be provided in Form 4.1(b).</p>	Form 4.1(a) Form 4.1(b)
5. Equipment Capabilities		
5.1	<p>The Applicant shall own, or have assured access (through hire, lease, purchase agreement, or other commercial means, or approved subcontracting) to key items of equipment necessary or relevant for the Contract, in full working order, as listed by him and must demonstrate that, based on known comments, they will be available for timely use in the proposed contract.</p>	Form 5

Section III. Application Forms

PQ Form 1.1: Letter of Application

Page ___ of ___ Pages

Date: _____

To:
Assistant Undersecretary
Roads Administration
Ministry of Public Works
P.O. Box 8 Safat, 13001
State of Kuwait

Dear Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a Tenderer for Contract
2. Attached to this letter are copies of original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information:

<i>General and managerial inquiries</i>	
Contact 1 – (Applicant)	Telephone 1 E-mail 1
Contact 2 – (Local; Representative in Kuwait)	Telephone 2 E-mail 1

<i>Personnel inquiries</i>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 1

<i>Technical inquiries</i>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 1

<i>Financial inquiries</i>	
Contact 1	Telephone 1 E-mail 1
Contact 2	Telephone 2 E-mail 1

5. This application is made with the full understanding that:
- (a) Tenders by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of tendering;
 - (b) your Agency reserves the right to:
 - amend the scope and value of any tender under this project; in such event, tenders will only be called from prequalified tenderers who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications.
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

PQ Form 1.2: Applicant General Information Sheet

Page ___ of ___ Pages

Date: _____

All firms applying for prequalification are requested to complete the information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms.

Where the Applicant proposes to use named subcontractors for critical components of the works, the following information should also be supplied for the specialist subcontractor(s), together with a brief description of their specialized input.

Name of firm:	
Head office address:	
Telephone:	Fax:
Contact / representative name:	E-mail:
Country of incorporation / registration:	Year of incorporation / registration:
Attached are copies of original documents of articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA 3.1	

The Applicants shall provide, in separate sheets, the Firm's Organization Chart and names of directors and key personnel.

PQ Form 2.1: Financial Performance

Page ___ of ___ Pages

Date: _____

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each Applicant must fill in this form.

If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	E-mail

Summarize actual assets and liabilities in Kuwaiti Dinars (KD) equivalent (at the rates of exchange current at the end of each year) for the previous five years.

Financial information in KD equivalent	Previous five years				
	Year 1	Year 2	Year 3	Year 4	Year 5
1. Total assets					
2. Total liabilities					
3. Net worth					
4. Current assets					
5. Current liabilities					
Information from Income Statement					
6. Total revenue					
7. Profits before taxes					
8. Profits after taxes					

Specify proposed sources of financing to meet the cash flow demands of the Project, net of current commitments.

Source of financing	Amount (KD equivalent)
1.	
2.	
3.	
4.	

Attachments:

1. Copies of financial statements (balance sheets, including all related notes, and income statements) for the Applicant for the years required above complying with the following conditions:
 - (a) Must reflect the financial situation of the Applicant, and not sister or parent companies
 - (b) Historic financial statements must be audited by a certified accountant
 - (c) Historic financial statements must be complete, including all notes to the financial statements
 - (d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)
2. Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

PQ Form 2.2: Average Annual Construction Turnover

Page ___ of ___ Pages

Date: _____

Name of Applicant

All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed, converted to Kuwaiti Dinars (KD) at the rate of exchange at the end of the period reported.

Annual Turnover Data (construction only)		
Year	Turnover Amount and Currency	KD Equivalent
1		
2		
3		
Average Annual Construction Turnover *		

* Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section II, Qualification Criteria 2.2.

PQ Form 3.1: General Construction Experience

Page __ of __ Pages

Date: _____

Name of Applicant

All individual firms are requested to complete the information in this form. The information should describe the role of the Applicant, under substantially completed construction contracts for number of years, specified in Qualification Criteria 3.1 in Section II, prior to the applications submission date.

Starting Month / Year *	Ending Month / Year	Contract Identification	Role of Applicant
.....	Contract name: Construction period (years and months): Contract value (KD equivalent): Brief Description of the Works performed by the Applicant: Name of Employer: Address:
.....	Contract name: Construction period (years and months): Contract value (KD equivalent): Brief Description of the Works performed by the Applicant: Name of Employer: Address:
.....	Contract name: Construction period (years and months): Contract value (KD equivalent): Brief Description of the Works performed by the Applicant: Name of Employer: Address:

5. * List calendar year starting with the earliest year the number of years, specified in Qualification Criteria 3.1.

PQ Form 3.2: Specific Construction Experience

Page ___ of ___ Pages

Date: _____

Name of Applicant

On a separate page, using the format of this form, the Applicant is requested to list a number of contracts that have been substantially completed and that are similar to the proposed contract. The requirements, number of contracts to be listed and the period for completing these contracts should be as specified in Qualification Criteria 3.2.

In addition, on separate pages, the Applicant is requested to demonstrate his experience, commitment to quality and safety and past performance as specified in items (a), (b) and (c) in Qualification Criteria 3.2.

The value should be based on the currencies of the contracts converted into Kuwaiti Dinars (KD), at the date of substantial completion.

The information is to be summarized, using the following form by the Applicant. Where the Applicant proposes to use named subcontractors for critical components of the works, the forms should also be completed for each specialist subcontractor.

Details of Similar Construction Contracts

1.	Number of contract
	Name of contract
	Country
2.	Name of employer
3.	Employer address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract role (check one) <input type="checkbox"/> Sole contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a joint venture
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts). <div style="text-align: center;"> Currency Currency Currency </div> Equivalent value KD
7.	Date of award
8.	Date of completion
9.	Contract/subcontract duration (years and months) <div style="text-align: center;"> years months </div>
10.	Special contractual/construction requirements
11.	Subcontracted works Nature: Value (KD equivalent):

PQ Form 3.3: Current Construction Contracts / Work in Progress.

Page ___ of ___ Pages

Date: _____

Name of Applicant

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Employer Name; Address; Telephone/Fax	Value of outstanding work (current KD equivalent)	Estimated completion date	Average Monthly invoicing over last 6 months (current KD equivalent)
1.				
2.				
3.				
4.				
5.				
6.				

PQ Form 4.1 (a): Personnel Skills & Capacity

Page __ of __ Pages

Date: _____

Name of Applicant

For the key positions essential to contract implementation, listed in Qualification Criteria 4.1, applicants should provide the names of candidates with suitable qualifications and comprehensive experience on similar projects. A prime candidate should be nominated for each position. Nomination of alternate candidates is not mandatory.

The names of the nominated candidates are to be listed in the following form:

1.	Title of position
	Name of prime candidate
	Name of alternate candidate
2.	Title of position
	Name of prime candidate
	Name of alternate candidate
3.	Title of position
	Name of prime candidate
	Name of alternate candidate
4.	Title of position
	Name of prime candidate
	Name of alternate candidate

PQ Form 4.1 (b):

Candidate Summary

Page ___ of ___ Pages

Date: _____

Name of Applicant

For nominated candidates listed in form 4.1(a), applicants should provide information on their experience in a separate sheet for each candidate using the following form:

Position	Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
<i>Candidate information</i>	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
	4. Total years of relevant experience	
<i>Present employment</i>	5. Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

<i>From</i>	<i>To</i>	<i>Company / Project / Position / Relevant technical and management experience</i>

PQ Form 5: Equipment Capabilities

Page ___ of ___ Pages

Date: _____

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in this form.

A separate form shall be prepared for each item of the listed equipment.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacturer
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Applicant or partner.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	
	
	

(End of Document)