



## ***Announcement of Pre-qualification Procedures for UNDP/PAPP Contractors Roster***

### **1. Process for submission of applications**

UNDP/PAPP hereby provides notice that a roster of pre-qualified Contractors will be established for use in the tendering of works for UNDP/PAPP projects. Contractors will be pre-qualified to participate in UNDP/PAPP tenders of a specified size and scope following an objective evaluation of their submitted applications.

Pre-qualification documents can be downloaded free of charge at the following internet address;  
<http://www.undp.ps/en/aboutundp/forms.html>

Alternatively, Contractors may collect a hardcopy of the pre-qualification documents from UNDP offices either in East Jerusalem, Ramallah or Gaza at the addresses as shown below:

Jerusalem Office  
4A Ya'kubi Street  
East Jerusalem

Ramallah Office  
Sateh Marhaba  
Al Nakoureh Street  
Al-Biereh

Gaza Office  
Omar Bin Abdel Aziz Street  
Nasser Area  
Gaza strip

Contact: Rami Rishmawi

Contact: Mazen Qassem

Contact: Ahmad Muqbel

Pre-qualification applications shall be submitted in a sealed envelope to the UNDP/PAPP office either in East Jerusalem, Ramallah or Gaza, during the four time periods as mentioned in the following page (Annual schedule for submission of applications)

The application should be addressed as follows:

Khaled Shahwan  
UNDP/PAPP  
Jerusalem Office  
4A Ya'kubi Street  
Jerusalem

OR

Khaled Shahwan  
UNDP/PAPP  
Ramallah Office  
Al Nakoureh Street  
Ramallah

OR

Khaled Shahwan  
UNDP/PAPP  
Gaza Office  
Nasser Area  
Gaza strip

The outer envelope should be clearly marked as 'UNDP/PAPP Contractors Roster Application'.  
Or, alternatively, the application & related supporting documents can be sent via email to:  
**roster.contractor@undp.org**

Contractors are encouraged to submit applications as soon as possible, so they may be notified of their pre-qualification status well in advance of upcoming projects. Applications should include all supporting documents requested in the Application Form. If complete forms and supporting documentation are not received, this may result in the application not being successful.

UNDP/PAPP will use the applications and supporting documents as the basis of rating Contractors in respect of the size and scope of the contracts for which they are eligible to bid. UNDP/PAPP reserves the right to check other sources available to verify information submitted in the applications. Contractors who submit complete application will be notified of their qualification status within 45 days of the date when all requested information has been received.

All clarifications for information should be requested from the UNDP/PAPP Procurement Unit at the following address:

Contact person: Procurement Civil Engineer  
Name of Office: UNDP/PAPP, Jerusalem  
Telephone: 02-6468421  
Mobile: 054 817 4233  
E-mail: [roster.contractor@undp.org](mailto:roster.contractor@undp.org)



Clarifications should not be requested and information will not be provided from any other source other than the Procurement Unit.

### **1. Validity of pre-qualification approval**

Pre-qualification approval will remain valid for a twelve (12) month period, from the date of notice of qualification. UNDP/PAPP reserves the right to adjust, suspend or rescind the pre-qualification based on subsequently learned information, by giving notice of the proposed action to the contractor. If the contractor disagrees with the decision, there is an opportunity for appeals hearing consistent with the appeals procedure described below.

### **2. Confidentiality of information**

The pre-qualification applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations and in the process of an appeal hearing.

If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify UNDP/PAPP in writing and provide updated accurate information.

### **3. Appeals Process**

Within 45 days of the date of submission of the application and all required supporting documentation, the contractor will receive notification regarding if the application has been successful. If the application is unsuccessful, information will be provided regarding why the application was not approved. There is no right of appeal for disqualification due to requested information not being provided. In this case, the contractor must resubmit an application during one of the designated time periods (see Annual schedule for submission of applications below).

If however the contractor has provided all requested information and is unsuccessful in the application, the contractor has the right to appeal this decision by giving notice to UNDP/PAPP no later than 10 days following receipt of notification of its application status. Unless the contractor files a timely appeal, the contractor waives all rights to challenge the qualification decision.

If the contractor provides the required notice of appeal, a hearing shall be conducted within 21 business days. The hearing shall be an informal process conducted by a panel to whom the UNDP/PAPP Special Representative of the Administrator has delegated responsibility to hear such appeals ('Appeals Panel'). At the hearing the contractor will be given the opportunity to present information and rational in opposition to the pre-qualification decision. Within 3 days of the appeals hearing taking place the Appeals Panel will render its decision and notify the contractor.

The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeals process.

### **4. Annual schedule for submission of applications**

Prequalification applications will be accepted at four (4) times during a calendar year. Applications can be submitted in accordance with the following timelines:

- (1) 1 – 21 July 2009
- (2) 1 – 21 October 2009
- (3) 1 – 21 January 2010
- (4) 1 – 21 April 2010



# Standard Prequalification forms for contractors

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Name and address of the contractor:

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Date:



Company:

## Note to applicants

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- 1 Please answer all questions.
- 2 Official language to be used in prequalification forms is English.
- 3 Supplementary pages may be photocopied or copied and inserted if required.
- 4 Please number each page in the space provided at the top of each page.
- 5 Please retain a copy of your complete submission.
- 6 If a joint venture is proposed, all companies are to respond to all questions
- 7 Project financial data is to be given in US dollar unless otherwise requested.
- 8 Applicants may request clarification on the prequalification forms, in writing, 14 days in advance of the deadline for applications submission.
- 9 Notification for qualified contractors shall be issued in due time ( list of qualified contractors and their classification)
- 10 UNDP may issue addendum to amend prequalification documents or may extend deadline of submission

## Standard pages

- |    |                              |    |  |
|----|------------------------------|----|--|
| A. | Title page                   | K. | Resources: personnel 2                   |
| B. | Notes                        | L. | Resources: Equipment & plant             |
| C. | General Information          | M. | Experience: projects completed (locally) |
| D. | Structure and organization 1 | N. | Experience: projects completed (int.)    |
| E. | Structure and organization 2 | O. | Experience: project in progress          |
| F. | Financial statement 1        | P. | Experience: projects completed (UN)      |
| G. | Financial statement 2        | Q. | Consultants Recruited                    |
| H. | Joint Venture 1              | R. | Additional information                   |
| I. | Joint Venture 2              | S. | Certificates / Attachments               |
| J. | Resource: personnel 1        |    |  |

Please list below any additional pages attached to each standard page:



Company:

## Company/Firm General Information

Name of Firm (Legal Name):	
Name of Owner / Authorized Representative	
Classification Category & Grade as issued by the Palestinian Contractors Union	
Nationality of owner(s)	
Head Office Address:	
P.O. Box	
Street	
Building Name & Floor No.	
City	
Country	
Tel No.:	
Fax No.:	
Mobile:	
Email:	
Name of Contact Person for bid purposes	



Company:

## Structure and organization 1

1. Description of company (for example, General Civil Works Contractor):

2. Number of years your organization has been in business as a contractor under your present business name

3. Number of years of experience in contracting/ work:

(a) As a Sole/Prime Contractor.                      Years

(b) As a Sub-Contractor.                      Years

4. The Contractor normally performs                      % of the work using own resources (human resources & equipment).

5. The Contractor normally Subcontracts the following Works/Services:

- 1.
- 2.
- 3.
- Etc.

6. List of subcontracts and firms contracted:

Sections of the works	Percentage Value of subcontract	Subcontractor (Name and address)	Experience in similar work



Company:

## Structure and organization 2

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7. Has your organization ever failed to complete any awarded work in the last seven (7) years?

*(If Yes, attach explanation)*

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8. Are you familiar with Construction Management system of project delivery, and has your company executed contracts under Construction Management System (CM)? , Please specify projects carried out under the CM system

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9. Company's history of litigation or arbitration from contracts executed in the last seven years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against company.

*(If applicable, attach explanation)*

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10. Has your organization filed any lawsuits or claims with regard to construction contracts within the last seven (7) years?

*(If Yes, attach explanation)*

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11. Please indicate here or attach an organization chart showing the company structure including the positions of directors and key personnel.

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Company:

## Financial statement 1

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1. Capital:

Authorized:

Issued:

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2. Annual value of construction work undertaken for each of the last five years and projected for current year:

Year	Current	2008	2007	2006	2005	2004
Home						
Abroad						

3 Please attach copies of the company's previous year accounts (profit/loss, assets/liabilities), auditor reports, and other financial data which you consider to be useful.

PLEASE NOTE these documents should:

- (a) Reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
  - (b) Be audited by a certified accountant.
  - (c) Be complete, including all notes to the financial statements
  - (d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
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Company:

## Financial statement 2

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4. List of Banks that the Contractor deals with.

Name of Bank	Address	Tel / Fax No.	Name & Title of contact

\* Note: UNDP/PAPP may contact the listed bankers to confirm correctness of provided information

5. Evidence of access to financial resources to meet the qualification requirements:  
Cash in hand, lines of credit, etc. List below and attach copies of support documents.



**Company:**

## **Joint Venture 1**

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If the company intends to enter into a joint venture for bidding on the upcoming projects, please give the following information, otherwise state "*not applicable*":

1. Names and addresses of joint venture partners:

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2. Name of company leading the joint venture:

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3. Name and address of bankers to the joint venture:

4. Attach the power of attorney of the signatory(ies) on behalf of the joint venture

5. Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

- (i) All partners shall be jointly and severally liable for the execution of the Works in accordance with the Contract terms;
  - (ii) One of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.
  - (iii) The questionnaire shall be signed so as to be legally binding on all partners.
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**Company:**

## **Joint Venture 2**

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Provide Details regarding financial responsibility and participation (percentage share in the total) of each firm in the Joint Venture. Attach a Memorandum of Understanding for the Proposed Agreement of Joint Venture which should lay down responsibility regarding work and financial arrangements in respect of each of the firms in the Joint Venture

### DETAILS OF PARTICIPATION IN THE JOINT VENTURE

(Indicate role and extent of participation in respect of finance planning, construction equipment, key personnel and execution of the work of the partner in charge of the joint venture and of each of the joint venture partners)

Participation details	Firm A [Partner-in-Charge]	Firm B	Firm C
Financial			
Planning			
Construction Equipment			
Key Personnel			
Execution of Work (Give details on contribution of each)			



Company:

**Resources: personnel 1**

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1 Number of staff:

Technical:

Administrative:

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2 Please list present executive directors:

Name	Present position	Years of experience with the company/in construction
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Company:

**Resources: personnel 2**

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3. Key personnel and Manpower:

Qualifications and experience of key personnel proposed for management and execution of the contracts.  
Attach CV for all key staff members.

Name	Occupation	Years of Experience	Years with the company





Company Name:

### Experience : Projects Completed Locally

1. Complete information about the projects completed locally over the past four (5) years (starting by the latest)

No	Name of the Employer / Client	Name, location, type, and date of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Was contract satisfactorily completed including time provision	Contract Price (US\$)				
						Building	Sewage	Water	Roads	Electrical & Mechanical
					<b>TOTAL</b>					

\* Projects Completed for UN bodies/organizations are to be listed in another table, contained herewith

\* Contractor to submit certificates of completion for each listed project. UNDP/PAPP may contact clients to verify projects value/completion status



Company:

### Experience : Projects Completed Internationally

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1. Complete information about the projects completed internationally over the past four (5) years (starting by the latest)

No	Name of the Employer / Client	Name, location, type, and date of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Was contract satisfactorily completed including time provision	Contract Price (US\$)				
						Building	Sewage	Water	Roads	Electrical & Mechanical
					<b>TOTAL</b>					

\* Contractor to submit certificates of completion for each listed project. UNDP/PAPP may contact clients to verify projects value/completion status



Company:

**Experience : All Projects in progress**

Give information about all projects in progress, including those where the company has received a letter of intent, but a formal contract has not been awarded. Please attach the letter of intent, and a written proof of ongoing projects

Name of the Employer / Client	Name, location, type, and date of project	Name of (consulting) engineer responsible for supervision	Value of Contract (US\$)	Value completed and certified to date (US\$)	Percentage of participation of company in project	Percentage of practical completion	Scheduled date of completion of work





Company:

### Consultants Recruited

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**Consultants (e.g. construction management firm) recruited for projects completed & in progress (if applicable)**

Name of Firm	Address	Tel / Fax No.	Name & Title of contact



Company:

## **Additional Information**

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### **1. Health and Safety**

1. Does your company have a Health and Safety Representative?

If yes, give details below:

Name:

Address:

Phone:

2. Does your company have a written health and safety at work policy?

If yes, please provide a copy

### **2. Procurement and Material Management**

Please attach any relevant documentation concerning Contractor's Procurement expertise and material management skills

### **3. Scheduling**

Does your firm employ the critical path method?

Does your firm employ computerized scheduling?

If so, what software is used?

### **4. Quality Assurance (QA) / Quality Control (QC)**

Does your firm have a written QA/QC Program?

If yes, please provide a copy

Is your System certified by an accredited Certification Body or independent auditing body?

If yes, please attach copies of certificate

Please add any further information which you consider to be relevant to the evaluation of your application for prequalification. If you wish to attach other documents please list below.



Company:

**Required Attachments /Certificates**

The contractor (whether single contractor or joint venture partners) should include with his/their application the following attachments (as applicable):

**1. Mandatory Certificates:**

No	Description
1	Valid Membership Certificate issued by the Ministry of public works & housing
2	Valid Company Registration Certificate with Min. of Commerce, Trade & Industry
3	Valid Company Registration Certificate with Min. of Finance, Directorate Customs & VAT

*Note:* Any application form that does not include any of the above mentioned certificates will void the application and not be considered.

**2. Referenced and/or Requested Attachments:**

No	Standard Page No	Attachment Description
1	E	Explanation of failure to complete any awarded work
2	E	Company history of litigation / arbitration
3	E	Lawsuits/claims filed for or against company
4	E	Organization chart
5	F	Financial data / auditor reports
6	G	Evidence of Company's Capital/access to financial resources
7	H	Power of attorney & agreement between Joint venture partners
8	I	Joint venture memorandum of understanding
9	K	Curriculum Vitae of key employees
10	L	Equipment Ownership Title
11	M, N, O, & P	References/certificates of completion for completed/ongoing projects
12	R	Safety Program
13	R	Supporting documents for Procurement/material management expertise
14	R	QA/QC program
15	R	Accredited Certification body certificate

I, the owner/authorized representative of (firm/JV name) \_\_\_\_\_ certifies that the information provided herein is true and sufficiently complete so as not to be misleading, and I understand that any discrepancy in the stated information will entitle UNDP to reject my application.

Full name:

Signature:

Stamp:

Date Completed: