



Announcement of Pre-qualification renewal Procedures for UNDP/PAPP Contractors' Roster

1. Process for submission of applications

UNDP/PAPP hereby provides notice that any contractor desiring to participate in UNDP/PAPP tenders is required to be registered in the UNDP/PAPP contractor roster and have a valid qualification certificate. Contractors are pre-qualified in respect of size and scope following an objective evaluation of their submitted applications.

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

Pre-qualification renewal applications shall be submitted in a sealed envelope to the UNDP/PAPP office either in East Jerusalem, Ramallah or Gaza, before two weeks of the expiry date of their pre-qualification certificate.

The application should be addressed to, as follows:

Mr. Khaled Shahwan	OR	Mr. Khaled Shahwan	OR	Mr. Khaled Shahwan
UNDP/PAPP		UNDP/PAPP		UNDP/PAPP
Jerusalem Office		Ramallah Office		Gaza Office
4A Ya'kubi Street		Al Nakoureh Street		Nasser Area
Jerusalem		Ramallah		Gaza strip

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

Contractors are encouraged to keep updating their pre-qualification status on time, as they may be short listed to apply for any upcoming project based on their valid pre-qualification status. Applications should include all supporting documents requested in the Application renewal 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



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 new application.

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.



Standard Prequalification Renewal forms for contractors

Name and address of the contractor:

Date:



Company:

Note to applicants

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

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



Company:

Company/Firm General Information, please update any changes in the company/Firm information, if any, otherwise leave blank.

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. Has your organization ever failed to complete any awarded work in the last year?

(If Yes, attach explanation)

2. Company's history of litigation or arbitration from contracts executed in the last year 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)

3. Has your organization filed any lawsuits or claims with regard to construction contracts within the last year?

(If Yes, attach explanation)



Company:

Financial statement

1. Capital:

Authorized:

Issued:

If the value of the company capital has been changed during the last year, then please indicate the company capital and attach a Proof of the Company Capital and/or Company controller certificate.

2. Annual value of construction work undertaken in the last year:

Please attach the company Audited Financial Report / balance sheets for the most recent year signed by a certified auditor.

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 cash at hand, account receivable, current liabilities, equipment value and 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).



Company:

Joint Venture 1

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:

2. Name of company leading the joint venture:

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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Page

Of

Total pages

Company:

Joint Venture 2

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 Number of staff:

Technical:

Administrative:

2 Please list present executive directors and key personnel for management and execution of the contracts:

Please attach signed agreements between the company and the key personnel and relevant personnel CVs, if different from the last year.

Name:	Present position:	Graduation date or professional experience starting date	Attachment <u>sheet No.</u>	
			Agreement	CV



Company:

Resources: contractor's equipment and facilities

1. Schedule of construction plant & equipment owned by the firm

If equipment value is not contained in the certified auditor report then please fill bellow table and attach Major Equipment ownership proof (license certificates) & its current book value.

No	Description of equipment	Type, Model, Make	Year Of Manufacture/ Capacity/Performance/Size	Quantity	Estimated Market Value (US\$)	Attached Certificate, <u>sheet No.</u>



Company Name:

Experience : Projects Completed Locally

Please attach Updated Reference letters/completion certificates (or projects' contracts/ acceptance letters for ongoing projects) for each and every project the company had completed and/or still engaged in the last "5" years. This should indicate project value/type, completion date, and client details. (UNDP/PAPP may contact clients to verify projects value/completion status)

1. Complete information about the projects completed locally

No	Name of the Employer / Client	Name and location of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Project start and completion Dates	Project type: B uilding, S ewage, W ater, R oads, E le-Mech	Project Amount or Contract Price (US\$)	Attached Certificate, <u>sheet No.</u>

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



Company Name:

No	Name of the Employer / Client	Name and location of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Project start and completion Dates	Project type: Building, Sewage, Water, Roads, Ele-Mech	Project Amount or Contract Price (US\$)	Attached Certificate, <u>sheet No.</u>



Company:

Experience : All Projects in progress

2. Complete information about all projects in progress

No	Name of the Employer / Client	Name and location of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Project start and scheduled completion Dates	Project type: B uilding, S ewage, W ater, R oads, E le-Mech	Project Amount or Contract Price (US\$)	Attached Certificate, sheet No.

Company:

Experience : Projects Completed for UN bodies/organizations

3. Please fill in information about the projects completed for UN organisations over the past five (5) years (starting by the latest)

No	Name of the Employer / Client	Name and location of project	Name of (consulting) engineer responsible for supervision	Percentage of participation of company in project	Project start and completion Dates	Project type: B uilding, S ewage, W ater, R oads, E le-Mech	Project Amount or Contract Price (US\$)	Attached Certificate, sheet No.

** UNDP/PAPP may contact clients to verify projects value/completion status*



Company:

Additional Information

1. Consultants Recruited

Did your company recruit Consultants (e.g. construction management firm) for projects completed &/or in progress?

If yes, please give an example for the consultancy service conducted, consultant name and project.

2. Health and Safety

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

If yes, please provide a copy, Attachment sheet No. _____

3. Scheduling

Are you familiar with Construction Management system of project delivery, and has your company executed contracts under Construction Management System (CM)?

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, Attachment sheet No. _____

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

If yes, please attach copies of certificate, Attachment sheet No. _____

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):

Referenced and/or Requested Attachments:

No	Standard Page No	Attachment Description
1	D	Explanation of failure to complete any awarded work
2	D	Company history of litigation / arbitration
3	D	Lawsuits/claims filed for or against company
4	E	Evidence of Company's Capital and/or company controller certificate
5	E	Financial data / auditor reports for the most recent year
6	F	Power of attorney & agreement between Joint venture partners
7	G	Joint venture memorandum of understanding
8	H	Curriculum Vitae of key employees and agreements with company
9	I	Equipment Ownership Title
10	J,K,L,M	References/certificates of completion for completed/ongoing projects
11	N	Safety Program
12	N	QA/QC program
13	N	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: