

PREQUALIFICATION QUESTIONNAIRE

**THE HASHEMITE KINGDOM OF JORDAN
Ministry of Water & Irrigation
Water Authority of Jordan**

Karak Wastewater Treatment Plant

Kreditanstalt für Wiederaufbau

March 2013

PREQUALIFICATION QUESTIONNAIRE

Karak Wastewater Treatment Plant

Note to applicants:

All questions must be answered.

- (1) Supplementary pages may be photocopied or copied and inserted if required
- (2) Number each page of the complete submission, including appendices and additional page information.
- (3) If a Joint Venture or a Consortium is proposed, all companies are to respond to all questions, and a joint venture or Consortium agreement is to be submitted. Note that in the case of a Joint Venture or Consortium proposal, each partner will be considered as joint and severally liable for completion of all Works, must be able to individually prequalify, and must be capable of carrying out the full value and scope of the contract. The prequalification documentation shall therefore be completed separately for each joint venture partner, with one of the partners being nominated as the Joint Venture 'leader', and shall be authorized by submission of a 'Power of Attorney' authorizing the 'leader' to request and receive information, incur liabilities on behalf of all members of the joint venture. Joint Ventures or Consortia's may not comprise more than three companies.
- (4) All applicants (single companies, leader and partners in a Joint Venture or Consortium and the Subcontractors) shall have experience in the particular nature of the works as civil works for Wastewater Treatment Plants, supply installation, testing and commissioning of Wastewater Treatment Plants mechanical and electrical components and pipe works.
- (5) All applicants, or partners in a joint venture or Consortium, if a corporation, must submit a copy of their respective Articles of Incorporation.
- (6) A firm may not be a partner in more than one joint venture or application.
- (7) Project financial data is to be given in, or converted to Euros (€) from named currencies at an exchange rate existing 30 days prior to submission of the prequalification document.
- (8) Although additional prequalification pertinent information is welcomed and encouraged, excessive 'brochuremanship' or provision of non related marketing information is discouraged, and will be ignored and immediately discarded.
- (9) Prequalification documentation will be treated as confidential and will not be returned.
- (10) Questions relating to the contents of the prequalification document shall be addressed in writing by fax or E-mail to the Tenders Department of Water Authority of Jordan. Such requests must be received no later than the date specified in the Invitation, and the questions, with responses, and any necessary prequalification document amendments or addenda, will be copied to all Applicants, and will be sent prior to prequalification document submittal date. All addenda or amendments will be required to be acknowledged by each applicant with its submission, and failure of any applicant to receive such amendments or addenda shall not relieve the applicant from any obligation.
- (11) All parties involved in a procurement process financed under financial corporation must ensure a fair and transparent competition. This must be documented by a corresponding Declaration of Undertaking of all parties involved in the bidding process. The declaration of undertaking must be signed in a legally binding manner by duly authorized representatives of the bidder. Failure to submit this declaration and non-

compliance with the requirements will lead to exclusion from the tender. The format of the Declaration of Undertaking shall be in accordance with the sample form annexed to this Questionnaire.

- (12) Failure to comply with any of the above requirements may result in rejection of the applicant.
- (13) The original and two copies of the prequalification documents shall be provided in one envelope and shall bear the following identification on the outside:

'PREQUALIFICATION DOCUMENT FOR:

Karak and Kofranja Wastewater Project
Lot: Karak Wastewater Treatment Plant and Appurtenant Works
Tender _____

Water Authority of Jordan
Building No. 6, Jaber Ben Hayyan Street, Shmeisani
P.O Box 5012
Amman - 11181, Jordan.
Tel: (962) 6 5683100
Fax (962) 6 5665907
Website: www.waj.gov.jo
E-mail: reham777@mwi.gov.jo

The original and the two copies shall be each in one envelope and shall bear the identification "Original" or "Copies"

In addition one additional copy (only on CD, NOT as hardcopy) of the prequalification documents shall be delivered to:

KfW
Kreditanstalt fuer Wiederaufbau
Abt. LAc2 Attn S Gramel
Palmengartenstrasse 5-9
60325 Frankfurt.
Germany.

The deadline the receipt in WAJ is legally binding (but the deadline the receipt is not legally binding at KfW).

PREQUALIFICATION APPLICATION FORM

To: Water Authority of Jordan

Re: Karak Wastewater Treatment Plant

Gentlemen,

We have carefully examined the requests for applicants for prequalification of the noted project, and confirm that we, the undersigned, believe that we are eligible and hereby apply for prequalification. We confirm that we have examined the prequalification questionnaire and have responded to all questions and requests for information in a complete form as possible. All information and documents submitted are, to the best of our belief, true, complete, and accurate.

We hereby confirm that we are capable and able to undertake all requirements set out in the prequalification documentation, and that we believe that the information provided will establish our eligibility. We understand and accept that your selection of eligible bidders will be solely based on the information provided herein, or referenced in our application, or obtained by you from employers, clients, bankers, accountants, auditors, or other references listed in our application, and any further information obtained by you through further interviews or any contract negotiations that may take place.

We therefore authorize you to contact any persons or organizations referenced in our application, including, but not restricted to employers, clients, bankers, accountants, auditors, or other references, in order to verify information submitted by us, or to request any supplementary pertinent information.

We confirm that we understand that the contents of the prequalification documentation and our responses is confidential, and hereby agree not to disclose any details to any other parties, or to issue any media statements concerning the prequalification process, without your prior written consent.

We confirm that any costs, expenses, or losses, we incur as a result of the prequalification process, or in connection with its preparation and submission, or for any other activity in relation to the prequalification phase of the project, are not reimbursable by you.

We understand and confirm that you are entitled, at any time, to disqualify or reject any or all applications for prequalification, and to suspend or terminate the prequalification, tender, or contract award process without incurring any liability to us.

(Signature)	(Signature)	(Signature)
(Title)	(Title)	(Title)
(Name of organisation)	(Name of organisation)	(Name of organisation)

Add additional signatories as necessary dependant upon structure of applicant

Structure and Organization

Applicant's name:

Applicant's Registered Business Address:

Applicant's Project Representative name:

Applicant's Project Representative Title:

Applicant's Project Representative Telephone Number:

Applicant's Project Representative Fax Number:

Applicant's Project Representative e-mail address:

Applicant's Internet Web Page:

Type of company (for example, General Civil Engineering Contractor):

Number of year's applicant has been in business as a contractor under current business name:

Number of years of applicants experience as a contractor in the type of work envisaged in this contract:

- In Jordan
- Other Arabic Countries
- Other International experience

Number of years of applicants experience as a sub-contractor in the type of work envisaged in this contract:

- In Jordan
- Other Arabic Countries
- Other International experience

Names and addresses of associated companies to be involved in the project – and whether partner/subcontractor/parent/subsidiary/other:

Statement regarding each partner's/subcontractor's/parent's/subsidiary's role in the project:

If Applicant Company is a subsidiary, what involvement, if any, will the parent company have in the project?

Details of applicant's failure to complete any contract awarded, as follows:

Contract Name	Contract Location	Clients Name	Reasons for incompletion

(Add additional pages, as necessary)

Names and addresses of any agents or associates the applicant has in the country of the project, knowledgeable in the procedures of customs, immigration etc:

Please indicate here or attach an organisation chart showing the applicant's company structure including the positions of directors and key personnel, if relevant, and a separate organization chart outlining a proposed structure for the assigned contract team. The charts must reflect the staffing by each individual company, by joint venture partner, by subcontractor, as applicable.

Financial Statements

(All amounts to be stated in Euros (€) or equivalent at exchange rates existing 30 days prior to prequalification submission)

Attach copies of the company's previous five years' audited accounts/financial statements (profit/loss, assets/liabilities), balance sheets, auditor's reports, and other financial data which applicant considers useful. Provide all information for all joint venture partners separately and completely. List all attachments below:

Name and address of a minimum of three bankers from whom references can be obtained:

(1) _____
 (2) _____
 (3) _____

SHARE CAPITAL

Capital: € _____
 Authorized: € _____
 Issued: € _____

ASSETS (Summary of Current Liquid Assets on hand at January 1st, 2013.)**Cash**

Cash on hand
 Cash on deposit
 Cash elsewhere

Total Cash (1)

_____ € _____

For each of the above amounts and categories, provide the following information:

- Name and Location of Bank
- Name of Depositor for whom Deposits are established
- Individual Amounts

Other Assets

Bid Deposits or cash deposits for commercial guarantees ¹
 Due from completed contracts²
 Earned and billed from current contracts in progress ²
 Earned but not billed from current contracts in progress ²
 Unreleased Retention from completed contracts ²
 Unreleased Retention from current contracts in progress ²
 Ordinary accounts receivable ³
 Stocks and Bonds at current market value
 Buildings and loan at present withdrawal value
 Life Insurance at cash surrender value (for individual or partnerships only)
 Other liquid assets available within 90 days ⁴

Total, Other Assets (2)

 €

¹ = Provide details as follows:

- Name and Address with whom guarantees deposited
- Reason for guarantee and deposit
- When recoverable
- Individual guarantee amounts

³ = Provide details as follows:

- Name and Address of owner
- Nature of Contract
- Amount of contract
- Amount receivable

² = Provide details as follows:

- Contract Nature and Designation
- Name and Address of owner
- Amount of contract
- Gross amount earned to date (give date)
- Amounts received to date (give date)
- Amounts now due (give due date)
- Retention amount and due date

⁴ = Provide details as follows:

- Nature of liquid assets
- Where deposited
- Reasons for considering as liquid assets

Total, All Assets (1 + 2)

 €

Note that if any assets are, or have been, or are intended to be sold, assigned, pledged or otherwise transferred to any other party, details of the amount, recipient party, and reasons for the transfer must be provided.

LIABILITIES

Detail all liabilities current as of January 1st, 2013.

Accounts payable ¹

Notes payable (of all kinds) ²

Other current liabilities ³

Total Current Liabilities (3)

€

¹ = Provide details of Accounts payable, as follows:

- Categorize as currently due, or past due
- To whom, including name and address
- Reason for account payable
- Date payable
- Amount(s)

³ = Provide details of other current liabilities, as follows:

- Description
- To whom owed
- For what owed
- Date payable
- Amount(s)

² = Provide details of notes payable, as follows:

- To banks, regular
- To banks for certified checks
- To others for equipment obligations
- To others for other obligations
- Security provided, and amount(s)

ASSET BALANCE

Total, All Assets (1 + 2)

€

Total Current Liabilities (3)

(€)

Total, Net Assets (1 + 2 – 3)

€

Total Credit Lines certified available ¹ (4)

€

Total, Net Assets (1 + 2 + 4 – 3)

€

CERTIFIED BY:

(Chief Financial Auditor or Independent Auditing Company)

_____ day of _____, 2013.

¹ = Credit Line availability information is to be submitted to display financial capacity. Credit letters must be on the letterhead of the issuing bank or financial institution, further detailed as follows:

Credit Line information:

For each credit line, provide the following (or acceptable equivalent statement) letter from each bank or financial institution:

'Dear Sir,

(Name of Applicant)
(Project Name, if applicable)

A line of credit in the maximum amount of (state amount and currency) has been placed at the complete and unrestricted disposal of (Name of Applicant) for use as and when needed (for the named project, if restricted) for a period of (state number) months.

The assets listed below have been pledged to secure this line of credit, and the line of credit has been arranged with the full knowledge of similar accommodations extended by other banks or financial institutions, as detailed below.

(Notarised Bank Officer Signature)'

(Provide appropriate notarized Affidavit of Bank Officers status and position)

Other Financial Information

Applicants shall disclose details of any outstanding or pending litigation that could affect its financial status should judgment be against it.

Applicants shall disclose any recent (last 5 years) material changes in its mode of conducting business, bankruptcy proceeding against the company, its subsidiaries, and subcontractors, or any corporate directors or officials, and of any mergers and/or acquisitions during the last seven years or in consideration at the present.

Applicants must provide the following additional details:

- Bonding capacity of company:
- Details of Institutions expected to provide Tender or Performance Bonds, and confirmatory statements
- Details of Insurance Companies or Institutions expected to provide Construction and Workmen's Insurances, other Commercial insurances, and confirmatory statements

Joint Venture/ Consortium

If the applicant intends to enter into a joint venture or Consortium for the project, please provide the following detailed information, otherwise state "*not applicable*":

Names and addresses of Joint Venture/Consortium partners:

Name of company leading the Joint Venture/Consortium:

Provide details of any projects completed with Joint Venture/Consortium partners and details of any prior working relationships.

Provide a Joint Venture/Consortium Agreement, appropriately worded to reflect the existence of one partner as the joint venture 'leader', and who is fully authorized to act on behalf of any and all Joint Venture/Consortium partners in all respects relating to the prequalification procedures or tender requirements,

Name and address of bankers to the Joint Venture/Consortium:

Experience

(All amounts to be stated in Euros (€) or equivalent at exchange rates existing 30 days prior to prequalification submission)

(It is requested to attach official certificate for each Project/Contract from the employer)

CONSTRUCTION WORK VALUE

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

Year	In Home Country	International
2008		
2009		
2010		
2011		
2012		
2013		

Details of all civil engineering projects completed in the last 5 years in the following form:

Type of contract	Contract Name	Location	Client Name/Representative in charge (1)	Total Value	Project Start/End Date	Completed on time? (Y/N) (2)

(1) = Provide full contact details of Client Representative (Address, Telephone and Fax numbers, e-mail address)

(2) = Provide details and reasons for project late completion

In the following table, applicant is to detail those projects carried out in the last 10 years which are similar (Wastewater Treatment Plants) in nature and/or scope to the contract for which prequalification is sought.

No:	Project Name	Client Name and contact reference	Type of Project	Contract Value	Start/Completion dates	Major quantities of work carried out by applicant

Applicant is expected to provide additional sheets detailing full and complete information of projects included in this prequalification category

Details of wastewater treatment plant projects of a similar nature completed in the last 5 years in the following form:

Type of contract	Contract Name	Location	Client Name/Representative in charge	Total Value	Project Start/End Date	Completed on time? (Y/N) (1)	Penalties imposed, or liens, stop notices filed? (Y/N) (2)

(1)= If 'No', provide full details of reasons on separate sheet.

(2)= If 'Yes' provide full details on separate sheet

Approximate value of uncompleted current contracts in the following form:

Contract Name	Location	Total Value	Project Start Date and contract duration	Physical percentage of work completed	Anticipated Project Completion Date	Value of balance of work to be completed

(Append additional sheets as required to provide details of all of applicant's current contracts.)

Approximate value of uncompleted recently awarded, but not commenced, contracts in the following form:

Contract Name	Location	Total Value	Anticipated Project Start Date	Anticipated Project Completion Date

List at least three separate business references from the Clients for which contracts are listed on the preceding experience tables. Particularly include references for those project types most closely representing the one for which the current application is made. The listing should include the name, address, telephone, fax numbers, e-mail address, of the appropriate Client Representative or current contact person.

International and Regional Experience

(All amounts to be stated in Euros (€) or equivalent at exchange rates existing 30 days prior to prequalification submission)

Countries in which work similar to the project has been undertaken, or is currently being undertaken by applicant:

List Country
Client Name and Address
Project Name
Project Type
Project Value
Percentage of work contracted by applicant
Project Start Date
Project Completion Date
Current percentage of work complete.

Complete this information on separate sheets, as necessary.

Summary of current or ongoing experience of applicant in the country of the project and/or neighbouring states:

List Country
Client Name and Address
Project Name
Project Type
Project Value
Percentage of work contracted by applicant
Project Start Date
Project Completion Date
Current percentage of work complete.

Complete this information on separate sheets, as necessary.

Personnel Resources

Details of Applicant's current total staff resources

<u>Total Number of Employees:</u>	<u>Permanent Technical Staff:</u>	<u>Permanent Administrative Staff:</u>	<u>Permanent Management Staff</u>

Note: Applicants should expand this information, if applicable, by detailing staff resources by region, or office, as applicable.

List present Executive Directors and their corporate experience in the following form:

Name	Present position	Years of Construction related experience	Years of experience with the company

CV's shall be attached.

Project Management Experience

List Details of applicant's proposed Project Manager for the contract, as follows:

Name:

Nationality:

Date of Birth:

Education:

Professional Qualifications:

Languages spoken and degrees of fluency:

Years with applicant's organization:

Countries of Work Experience:

Details of Work Experience including in WWTPs:

(Include all projects candidate has been involved in during his/her career, including employers, durations/dates of appointments, nature and scope of project, and positions held. Attach complete resume, using additional pages as necessary)

CV's shall be attached.

List information about other proposed contract key personnel in the following form as follows (add additional information on separate sheets, if applicable) :

Name: Present position:

Years of experience - with the company:
- in construction
- WWTPs:

Major works for which responsible (type and value):
(expand and append additional information, as necessary)

Linguistic ability relevant to project:

Name: Present position:

Years of experience - with the company:
- in construction
- WWTPs:

(expand and append additional information, as necessary)

Linguistic ability relevant to project:

Name: Present position:

Years of experience - with the company:
- in construction
- WWTPs:

(expand and append additional information, as necessary)

Linguistic ability relevant to project:

Name: Present position:

Years of experience - with the company:
- in construction
- WWTPs:

(expand and append additional information, as necessary)

Linguistic ability relevant to project:

Applicant's equipment and facilities:

On the basis of the information provided in the prequalification documents please indicate the equipment and facilities (fixed or mobile plant and equipment, mobile offices and office equipment, etc.) considered by the company to be necessary for undertaking the scope and nature of the project and whether this is already in the company's ownership or will be purchase or hired:

Item No.	Equipment Category	Equipment or Facility Item, and number of units	Equipment or Facility Capacity or hp	Year of manufacture and condition	Owned (O) or to be Hired (H)	Current Location

Additional information is to be appended, as necessary, to display full equipment resources expected by the applicant as being necessary for a project of this nature and scope.

What equipment do you intend to purchase, lease, or rent for use on the proposed work, if awarded. Please detail as follows:

Item No.	Equipment Category	Equipment or Facility Item, and number of units	Equipment or Facility Capacity or hp	Year of manufacture and condition	Purchase (P), Lease (L), or Hire (H)

Subcontracting Intention

If it is foreseen that any part of the contract will be subcontracted state the type of work to be undertaken by the subcontractor(s) and, if known, give the name and address of the subcontractor(s) to be used, their experience and resources, their financial capability, and the nature and scope of the subcontracted works, including an approximate percentage of the total contract value:

Additional information

Please describe :

Applicant's Quality Assurance system:

(provide examples or samples of documents currently in use)

Applicant's Environmental Policy:

(Provide corporate Environmental Statement, and examples or samples of protocols currently in use)

Applicant's history of litigation or arbitration from contracts executed in the last six years or currently under execution. Indicate for each case, the year, name of employer, cause of litigation, dispute, and/or claim, matter in dispute, disputed amount, current issue status and if issue settled, whether an award was for or against applicant.

(Additional information to be appended as necessary)

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

FORM OF

DECLARATION OF UNDERTAKING

To: Water Authority Jordan
PO Box 2412
Amman 11183, Jordan

The parties to the awarding procedure emphasise the importance of a free, fair and competitive awarding procedure that precludes abuse. In this respect, this company thus far has not offered or granted any inadmissible advantages either directly or indirectly to public servants or other persons in connection with its bid, nor shall it offer or grant any such incentives or rewards in the present awarding procedure or, in the case of award, during the subsequent execution of the Agreement. The company shall inform its employees of their respective duties and their commitment to observe this self-imposed obligation and to abide by the laws of the country of the Hashimite Kingdom of Jordan

Signed this day of 2013

Stamp and Signature

By:
Position:

duly authorised to sign Tenders for and on behalf of Tenderer.

END OF FORM