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Prequalification of Tenderers Procedure



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Prequalification of Tenderers Procedure

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Prequalification of Tenderers Procedure

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Prequalification of Tenderers Procedure

Table of Contents

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	DEFINITIONS	5
4.0	REFERENCES	6
5.0	ROLES & RESPONSIBILITIES	6
6.0	PROCESS	7
6.1	Identification of Prospective Candidates	7
6.2	Selected Bidding / Sole Source Candidates	8
6.3	Prequalification Questionnaire	8
6.4	Evaluation Criteria	8
6.5	Prequalification Period	9
6.6	Evaluation of Candidate Submissions	9
6.7	Preparation of Tenderers List	9
6.8	Approval of Potential Tenderers List	10
7.0	ATTACHMENTS	10
	Attachment 1 - EPM-KD0-TP-000005 - Request to Advertise for Prequalification Template	11
	Attachment 2 - EPM-KD0-TP-000007 - Recommended Tenderers List for Approval Template	12
	Attachment 3 - EPM-KD0-TP-000008 - Prequalification Questionnaire Template	14
	Attachment 4 - EPM-KD0-TP-000055 - Prequalification Evaluation Scoring Criteria Template	39
	Attachment 5 - Process Map – Prequalification Process of Prospective Tenderers	54



Prequalification of Tenderers Procedure

1.0 PURPOSE

To ensure that 2nd Parties that express an interest in tendering for specific Works or Services with the required minimum Classification Class have the minimum experience and capability both financially and technically to execute the required Works or Services up to the required standards specified for the Project.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia. The Entity conducting the activities outlined within this procedure, is responsible to implement the process under Government Procurement and Regulation Law as applies.

2.0 SCOPE

This procedure applies to Contract activities conducted under the administration and management of the Contracts Management Department.

3.0 DEFINITIONS

Term	Definition
2nd Party	Contractor, Consultant, Engineer or Supplier who expresses interest in prequalifying for a specific package of Works or Services and upon Award becomes the entity contracted to perform such Works or Services
Agreement	Contract or Purchase Order (collectively "Agreement") between the Entity and a 2nd Party
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
Entity	Government Entity, Authority or Ministry responsible for the Project(s)
ITT	Invitation to Tender documents. Also referred as Request for Proposal (RFP)
Law	Government Tenders and Procurement Law issued pursuant to Royal Decree No. (M/128) dated 13/11/1440 AH and the Implementing Regulations thereof issued pursuant to the Minister of Finance's Resolution No. (1242) dated 21/3/1441 AH and as amended thereafter.
Etimad	A unified electronic portal for procurement processes administered by Ministry of Finance
MOF	Ministry of Finance
Project	Project to be undertaken by an Entity that consists of single or multiple Agreements with 2nd Parties to perform Works or Services as part of the execution plan to deliver such a Project
Requisition	Requisition for Tendering
Services	Provision of technical or consulting services for design, studies, investigations (geotechnical, surveying testing), specialist advice or the like that are not the Works but necessary to support them
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Contracts Management Department	Department within the Entity Project Management Organization (EPMO) or at corporate level authorized to conduct contracts formation and administration activities.



Prequalification of Tenderers Procedure

Site Document Control	Department within the Project Management Company that is responsible for the control of all project Documents using ECMS.
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations.
Tenderer	A 2nd Party that has prequalified for bidding a specific package for Works or Services, sometimes referred to as a Tenderer
TSR	Tender Status Report
Works	Construction or supply of goods, facilities or the like of permanent and temporary nature as contracted by the Entity

4.0 REFERENCES

Article twenty (20) of the Law, and Article fifteen (15) of the Implementing Regulation

5.0 ROLES & RESPONSIBILITIES

The Contracts Management Department remains accountable for the overall implementation of the Prequalification Process to maintain required standards for the ethical and fair treatment of all potential 2nd Parties in prequalification.

The Entity shall conduct the prequalification according to the forms issued by the MoF and via Etimad. If applicable, the Entity may tailor special criteria reflecting the required services to be tendered, in such case, the following defines the individual roles and responsibilities associated with the Prequalification Process:

Individual	Role
Construction Manager	Provide the technical criteria for the prequalification for construction contracts (or the Construction portion of a Design & Build Contract)
Contracts Management Department Manager	Responsible for monitoring compliance with this Process and maintaining ethical procurement standards throughout the prequalification process
Contracts Specialist	Develop the base structure of the prequalification questionnaire for a Works or Services package and populate it by obtaining input from all participating departments relative to the specific package. Responsible for ensuring the completeness of the Prequalification Questionnaire, its issuance, and the management of the Prequalification process through to completion.
Engineering Management Department Manager	Provide the technical criteria for prequalification for Engineering or Design Contracts (or the Engineering / Design portion of a Design & Build Contract).
Health, Safety, Security & Environmental (HSS&E) Manager	Provide the HSS&E prequalification requirements.
Originator	Provide preliminary information to Contracts Specialist necessary for classification of the Works or Services and solicitation of Expressions of Interest.



Prequalification of Tenderers Procedure

Project Controls Manager	Provide budget and schedule information and supports the commercial prequalification process
Quality Manager	Provide the quality requirements for the prequalification of a package.
Prequalification Committee (And its assigned members "evaluators")	Evaluate of the prequalification submittals by the 2nd Parties with representation of the relevant discipline to make recommendations for selection or rejection of 2nd Parties to participate in the Tender Process.

Department Managers may delegate their responsibilities to assigned members of their respective departments provided such delegation is notified to the Contracts Management Departments and Contracts Specialist.

6.0 PROCESS

The Contracts Management Department is responsible to ensure that the following activities relative to prequalification of Tenderers and establishing Tenderers lists is adhered to:

6.1 Identification of Prospective Candidates

Originator shall provide to the assigned Contracts Specialist an overview of the proposed scope of works, indicative quantities, man-hours and budget information of the Works or Services applicable to the Requisition to determine of the required minimum Classification Class.

The Contracts Specialist shall prepare Public Notice / Advertisement for solicitation of interest from 2nd Parties to prepared by the Originator using the Request to Advertise for Prequalification Template (Attachment 1) or through Etimad if the Entity utilizing the platform. The Notice / Advertisement shall include the following and be advertised for a minimum duration of three (3) weeks:

- Synopsis of the scope of the planned Works or Services
- Minimum Classification Class
- Closing Date for Prequalification Submissions
- Planned Notification of Decision on Prequalification Process
- Contact Persons

2nd Parties confirming their interest in prequalifying, must meet the requirements for Classified and Unclassified Works below, provided they are not on any boycott list:

1. QUALIFICATION FOR CLASSIFIED WORKS

Expressions of Interest is based on classification; as such, the possession of a valid applicable classification certificate is the only requirement.

2. QUALIFICATION FOR UNCLASSIFIED WORKS

Qualification for unclassified works, such as technical or specialty requirements, is based on end user requirement and applicable Law.

When applicable, the Contracts Specialist shall compile lists of all 2nd Parties that have expressed an interest in prequalifying for the Work or Services and ensure that prospective 2nd Party is not on the boycotted list of Companies or has had consistent poor performance on past projects that warrants their exclusion.



Prequalification of Tenderers Procedure

Appropriate contact information (including the name of the Contact Person) for each listed 2nd Party to receive the prequalification shall be included.

6.2 Selected Bidding / Sole Source Candidates

The Originating Department of the Requisition may request a single 2nd Party to submit a prequalification on the basis of a sole/single source.

The selection of a Sole/Single Source Candidate (Article 44 from Law) must be clearly justified and documented and only upon advance approval of the Tender Examination Committee will they be automatically prequalified.

Refer to Procurement Law and Implementation for Sole Source if the entity under Government Regulations.

6.3 Prequalification Questionnaire

The Contracts Specialist shall prepare the Prequalification Questionnaire according to the template issued by the MoF with the selection of appropriate class. However, if possible, Entity may utilize the Template (Attachment 3) amended in accordance to the requirements of the Works or Services and provide it to the Engineering, Construction, Quality and HSS&E Departments who shall provide technical input into the questionnaire and criteria for evaluation. Entity shall prepare questionnaire as per Law and if possible, entity may add additional requirement covering the following:

1. Minimum anticipated requirement for technical staff, discipline engineers etc.
2. Anticipated number of staff in various categories (manual and non-manual)
3. Minimum levels of construction equipment, plant and the like
4. Minimum levels of experience in similar Works and locations with the Entity or other Entities
5. Current and future workload
6. Quality Management Systems
7. Health & Safety History
8. Classification Class

Each Questionnaire shall include both questions of technical and commercial nature that enable the Prequalification Committee to evaluate the submissions suitability, or otherwise, to undertake the work described in the Requisition and shall clearly state the date for submission of the Prequalification Questionnaire from the 2nd Parties.

When applicable, using MOF template for prequalification if the entity under Government Law. Prequalification templates shall be available and submit through Etimad.

6.4 Evaluation Criteria

It is fundamental that the Evaluation Criteria mirror the contents of the Prequalification Questionnaire.

It is mandatory that the Prequalification Evaluation Criteria be agreed and established prior to issuance of the Questionnaire to the 2nd Parties along the weight of each criteria. A mandatory "PASS/FAIL" for certain sections (e.g. Health & Safety, Company Licenses, Boycotted) may be established, in which case a "FAIL" in any one mandated category would exclude the 2nd Party from being prequalified.

These criteria will form the sole basis for the evaluation of the prequalification submissions.



Prequalification of Tenderers Procedure

The Contracts Specialist shall then circulate the prequalification submittals to the Prequalification Committee along with the pre-established evaluation criteria.

The Prequalification Committee will be formed with evaluators from applicable departments to perform the evaluation against the established criteria.

6.5 Prequalification Period

The Contracts Specialist shall issue the Prequalification Questionnaire to 2nd Parties that expressed their interest in participating either in selective bidding basis or public tendering, outlining the requirements for the quality of the submission and the date for return of the completed Questionnaire.

The duration for the Prequalification period shall be agreed to with the Contracts Management Department Manager and will be determined based on the Project Schedule and the Tender Status Report (TSR) requirements while considering the scope complexity of the Works or Services.

All submissions shall be received by the Contracts Specialist and recorded as to the 2nd Party's Submission Date and Completeness of the Response. Poor Quality Submissions may be excluded from consideration if it is clear that sufficient responses of an acceptable quality have been received to provide an adequate pool of potential Tenderers to result in a competitive tender process when bidding the Works or Services.

6.6 Evaluation of Candidate Submissions

1. The Contracts Specialist shall convene an Evaluation "Kick-Off" Meeting with the evaluators as appointed by the Prequalification Committee.
2. Each evaluator of the Kick-Off meeting shall be provided with a copy of the submissions and the approved criteria upon which to assess the validity of the submissions. The evaluation responsibilities for each of the Evaluation Team Members shall be clearly identified in the Evaluation Scoring Criteria Matrix.
3. If a noticeable difference is observed between the collated scores, then a meeting will be called by the Contracts Specialist to challenge the evaluators regarding the noted deviations and attempt to narrow the scoring gaps. An average shall be obtained across the individual scores to arrive at the final evaluation rating.
4. The Prequalification Committee shall submit list of approvals using the Recommended Tenderers List for Approval Template (Attachment 2).
5. The final results of the Prequalification Submissions shall be formally documented by completing the EPM-KD0-TP-000055 - Prequalification Evaluation Scoring Criteria Template (Attachment 4) or through Etimad if the entity under Government Law and Regulations.

6.7 Preparation of Tenderers List

The Prequalification Committee shall summarize the final evaluation scores and prepare the Recommended Tenderers List for approval, including all successful candidates and unsuccessful candidates using the Recommended Tenderers List for Approval Template (Attachment 2) or any other appropriate forms.

The Prequalification Committee shall review and approved the Tenderer's List considering the date specified in the TSR and, in any case, prior to the planned date for release of the Invitation to Tender (ITT) Documents.



Prequalification of Tenderers Procedure

6.8 Approval of Potential Tenderers List

The Approved Potential Tenderers List shall be filed by the Contracts Specialist utilizing the appropriate Document Management System.

All successful 2nd Parties will be notified officially by letter of their Prequalification and provided with information pertaining to the date and time for the collection of their Tender Documents.

All unsuccessful 2nd Parties shall be notified in writing that they were unsuccessful in prequalifying for the applicable work package and shall be granted the opportunity for feedback by the Director of Contracts Management Department or his designee regarding the reasons for their failure to prequalify.

7.0 ATTACHMENTS

Government Entity shall use template and forms as per the applicable Law and issued by MOF, and the following templates/forms are indicatives for use if applicable.

1. EPM-KD0-TP-000005 - Request to Advertise for Prequalification Template
2. EPM-KD0-TP-000007 - Recommended Tenderers List for Approval Template
3. EPM-KD0-TP-000008 - Prequalification Questionnaire Template
4. EPM-KD0-TP-000055 - Prequalification Evaluation Scoring Criteria Template
5. Process Map - Prequalification Process Of Prospective Tenderers



Prequalification of Tenderers Procedure

Attachment 1 - EPM-KD0-TP-000005 - Request to Advertise for Prequalification Template

[INSERT PROJECT NAME] Request to Advertise for Prequalification

Please prepare an advertisement for the following prequalification package:

Agreement No.:	[INSERT NUMBER]
Description:	[INSERT TITLE]
Scope of Works / Services	[INSERT BRIEF SCOPE OF WORKS / SERVICES] This advertisement is for interest Companies who wish to express an interest in prequalification for the above future Tender for the works described herein
Classification:	[INSERT CLASSIFICATION]
Prequalification Issue Date	[INSERT DATE]
Prequalification Submission Date:	[INSERT DATE]
Selection of Tenderers	[INSERT DATE]

Please note that the dates set forth above are tentative. The prequalification documents are currently being routed for departmental signatures.

This is advance notice to prepare the Advertisement for publication.

The advertisement is not to be placed until approval from the Director of the Contracts Management Department is received — CONTRACT SPECIALIST to confirm approval.

Signed by
Contracts Management Department

[INSERT NAME]
Contracts Specialist

Not applicable if the entity under Government Procurement Law and Regulations. Entity shall use Etimad



Prequalification of Tenderers Procedure

Attachment 2 - EPM-KD0-TP-000007 - Recommended Tenderers List for Approval Template

[INSERT PROJECT NAME]

RECOMMENDED TENDERER'S LIST FOR APPROVAL

*** CONFIDENTIAL ***

DATE PREPARED: **XX-XXX-XXXX**

ITT ISSUE DATE: **XX-XXX-XXXX** Classification: **[Enter Classification]**

CONTRACT NUMBER: **[INSERT CONTRACT NUMBER]**

CONTRACT TITLE: **[INSERT TITLE]**

BRIEF SCOPE: **[INSERT BRIEF SCOPE]**

BUDGET: SAR **[INSERT VALUE]**

The following Companies have satisfied the requirements of the Prequalification Questionnaire and meet the minimum requirements for prequalification as defined in the evaluation criteria for the above Contract Package and are recommended to be invited to formally tender for this Contract:

No.	Company Name	Address	Comments
1.			
2.			
3.			
4.			
5.			
6.			

PREPARED BY **[INSERT NAME]** POSITION **[INSERT TITLE]**

RECOMMENDED AND APPROVED BY:

Department	Signature	Title	Date
Prequalification Committee		Chairman	
Contracts Management		Director	
Others as Necessary			
Project Management			

Comments / Additional Notes:



Prequalification of Tenderers Procedure

COMPANIES CONSIDERED BUT NOT INCLUDED

The following Companies expressed an interest in prequalification and were omitted, or did not successfully prequalify for selection in the Recommended Tenderers List for reasons stated below:

1. Failed to meet minimum classification limits to prequalify
2. Failed to Prequalify due to not meeting the minimum acceptable score
3. Failed to submit a prequalification questionnaire having previously expressed an Interest in Prequalification
4. Company is currently "boycotted"
5. Declined due to capacity and capability
6. Declined due to scope of works outside of Companies core competency
7. Other-See comment

Tenderer	Address	Reason	Comment



Prequalification of Tenderers Procedure

Attachment 3 - EPM-KD0-TP-000008 - Prequalification Questionnaire Template

Prequalification Questionnaire

[INSERT MINISTRY / ENTITY NAME]

[Insert Project Name]

[Insert Package Number]

Preparer Note: This Questionnaire can be used for the prequalification of Designers/Engineers, Contractors and Design & Build Contractors by selecting the appropriate sections as needed to cover the scope of Services or Works for a Package.

Contracts Specialist shall review the scope and define the requirements within this Questionnaire that are applicable and solicit department feedback on their relevant sections (Construction, Finance, Engineering, Health & Safety, and Quality).

The Evaluation Criteria shall be set against each section to determine an objective basis for the selection or non-selection of a Company.

Once drafted this Preparer Note shall be deleted from the Document before issuance of the Prequalification Questionnaire.

Not applicable if the entity under Government Procurement Law and Regulations. Entity shall use MOF Prequalification template.



Prequalification of Tenderers Procedure

TABLE OF CONTENTS

INSTRUCTIONS PERTAINING TO PREQUALIFICATION.....	15
SECTION 1: GENERAL INFORMATION.....	19
SECTION 2: FINANCIAL INFORMATION.....	20
SECTION 3: ORGANIZATION CHART.....	22
SECTION 4: CERTIFICATIONS & LICENSES.....	22
SECTION 5: HEALTH & SAFETY QUESTIONNAIRE.....	23
SECTION 6: WORKERS WELFARE FACILITIES.....	25
SECTION 7: RESOURCES (MANUAL / NON-MANUAL LABOR).....	25
SECTION 8: EXPERIENCE STATEMENT.....	28
SECTION 9: SUBCONTRACTING AND SUPPLY CHAIN.....	29
SECTION 10: CONSTRUCTION EQUIPMENT AND PLANT.....	31
SECTION 11: MANUFACTURING / FABRICATION / PRODUCTION CAPACITY.....	32
SECTION 12: ENGINEERING & DESIGN CAPABILITIES AND EXECUTION.....	33
SECTION 13: BIM DESIGN CAPABILITY & EXPERIENCE.....	34



Pre-qualification Questionnaire

Project Management Organization Services for [INSERT MINISTRY / ENTITY NAME]

[Insert Package Number]

Preparer Note: This Questionnaire can be used for the pre-qualification of **Project Management Companies**.

A Contracts Specialist shall review the scope and define the requirements within this Questionnaire that are applicable and solicit department feedback on their relevant sections (Design / Construction, Finance, Engineering, Health & Safety, and Quality).

The Evaluation Criteria shall be set against each section to determine an objective basis for the selection or non-selection of a Company.

Once drafted this Preparer Note shall be deleted from the Document before issuance of the Questionnaire.



Prequalification of Tenderers Procedure

INSTRUCTIONS PERTAINING TO PREQUALIFICATION

1. Overview of Package

The Entity has advertised for expressions of interest from Companies for the future Tender of a Contract for [Insert description] with a planned Award Date of [INSERT DATE] and Duration of [INSERT NO] months from Award.

The Company as part of its expression of interest has confirmed by its actions it maintains a valid Classification in the minimum categories required to receive this Prequalification Questionnaire.

2. Definitions

The following definitions are used and have the meanings defined herein:

Company	Means Entity that will prepare and submit its Submission in relation to this Prequalification Questionnaire following its expression of interest to the Entity in response to the Advertisement
Entity	Means the Government Ministry, its entities or other official office that has issued this Prequalification Questionnaire to a Company
Submission	Means the Company response to this Prequalification Questionnaire
Tenderer	A 2nd Party that has prequalified for bidding a specific package for Works or Services, sometimes referred to as a Tenderer
Tender	Means the future Invitation to Tender that will be issued to the Tenderers under a separate selected tender process

3. Preparation of Responses

Responses to this Prequalification Questionnaire ("Submission") shall be submitted in hard copy and electronic using the forms included herein. Failure to comply with these requirements may be cause for rejection of the Submission.

Partial or incomplete Submissions will not be considered and Submissions shall be in strict conformity with the Prequalification Questionnaire and any addenda.

Any Submission received after the due date and time stated in the Submission Invitation Letter may not be accepted by the Entity.

4. Language of Submissions

All submissions shall be submitted in [Arabic / English and Arabic] languages. Arabic will always be the primary language and will prevail any other language for interpretation and execution of the Contract and its specifications. All communications between the Entity and the Company shall utilize the same language.

5. Company Entities

Each Submission shall show the full legal name and business address of the Company, including its street address if it differs from its mailing address, and shall be signed with the usual signature of the person or persons authorized by the Company, and shall be dated.

The name of the signatory shall be typed or otherwise clearly imprinted below each signature and corporate Company's shall state their place of incorporation. When requested, satisfactory evidence of the authority of any signature on behalf of the Company shall be furnished.



Prequalification of Tenderers Procedure

Submissions by joint ventures, consortia, associations or partnerships shall designate one single participant to represent all those forming the entity. Submissions shall be signed by a duly authorized representative of the entity and evidence of the signatory's authority signed by and listing the full names and addresses of all participants in the entity shall be attached to the Company's Submission Letter.

6. Examination of Prequalification Questionnaire

Company planning to submit a Submission is responsible for examining with appropriate care the complete Prequalification Questionnaire. Should the Company find discrepancies in or require clarifications in relation to the Prequalification Questionnaire, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the Prequalification Questionnaire, the Company shall promptly notify Entity in writing.

The Company making such request will be solely responsible for its timely receipt by Entity. Replies to such notices may be made in the form of supplementary correspondence or, as appropriate, an addendum to the Prequalification Questionnaire which will be issued simultaneously to all persons who have obtained the Prequalification Questionnaire from Entity.

Entity may, by addendum, modify any provision or part of the Prequalification Questionnaire at any time prior to the submission date.

7. Company Right to Withdraw its Submission

A Company may modify or withdraw its Submission by written request, provided that the request is received by Entity prior to the due date at the address to which Submissions were to be submitted. Provided further, that in case of an electronic request (i.e. facsimile, telex, etc.) a written confirmation thereof over the authorized signature of the Company be received by Entity at the address to which original Submissions were to be submitted within three (3) calendar days after issue of the electronic message.

The Company shall state the reasons for its withdraw and accept that as a consequence of its withdraw it will forego any rights implied or otherwise that it relies upon to participate in the future Tender of the Works to which this Prequalification Questionnaire applies.

8. Submission Security

The Entity confirms that the Company is not required to furnish any Bond or Guarantee as part of the Prequalification Submission.

9. Cost of Preparing the Submission

The preparation of a Submission shall be by and at the expense of the Company.

The Entity will not be liable for any costs incurred in either the preparation of the Submission or post receipt of the Submission of any costs incurred by the Company in attending meetings or providing further clarifications as may be requested by the Entity of the Company.

10. Confidentiality and Intellectual Property

A Company must not, without the prior written consent of Entity, disclose or provide to any person, other than Entity, Entity's employees and agents and persons engaged in the preparation of the Company's Submission, any particulars concerning its Submission or any other information with which it has been provided by or on behalf of Entity in relation to this Prequalification Questionnaire, the Submission or the Project.

A Company must identify any part of its Submission which contains information:



Prequalification of Tenderers Procedure

- a) in respect of which intellectual property rights (including, without limitation, patents, registered designs and copyright) are claimed by the Company, whether for itself or on behalf of any other person, entity or consortium;
- b) or in respect of which the Company expects confidentiality to be maintained by Entity such as information in the nature of know-how or commercial-in-confidence information.

An unreasonable claim by Company that all or a substantial part of a Submission is the subject of intellectual property rights or is confidential may result in the Submission being considered nonconforming and this may result in the Company not being considered for selection.

No claim by a Company that specific information is the subject of intellectual property rights or should be kept confidential by Entity shall, of itself, be conclusive or binding on Entity.

Entity may use information provided by a Company as necessary for the Submission Process (including, without limitation, for assessment and evaluation purposes), irrespective of any claim of intellectual property rights and/or confidentiality.

11. Prequalification Timeline

The timeline for the prequalification and selection of prequalified Tenderers is outlined below:

ACTIVITY	DATE
Prequalification Questionnaire Issued by Entity	
Last Date for Clarifications / Questions from Company	
Submission Closing Date	
Evaluation Completed	
Notification to Companies of Selection	
Planned Date for Release of the future Tender	

12. No Contract or Automatic Right to Tender

By submitting a Submission, the Company acknowledges that:

- a) the Submission does not create a contract between the Company and Entity or impose any other obligations at law upon Entity whether as a result of the Submission Process or otherwise in respect of the Submission or the evaluation of the Submission by Entity; and
- b) the Submission does not create an automatic right to prequalify for the future Tender; and
- c) Entity will not be under any obligation to act in any particular manner or refrain from acting in any particular manner in evaluating the Submission.

13. Receipt of Submissions

The Company shall ensure that its Submission is received by the Entity by 4pm on the Submission Closing Date listed in the Prequalification TimeLine by the Authorized Representative for the Entity listed below:



Prequalification of Tenderers Procedure

Name:	
Position / Title	
Phone Number	
Email Address	
Physical Address	

14. Opening of Submissions

Company acknowledges that the Entity will not be opening the Submissions in a public forum.

The Entity will only confirm and acknowledge receipt of the Submission only upon delivery by the Company.

15. Government Entity's Rights

Entity reserves the right in its absolute discretion and without limiting any other right which Entity may have whether under this Invitation or otherwise, to do any one or more of the following at any time without giving reasons:

- a) reject or refuse to consider or evaluate any Submission or all Submissions;
- b) amend this Prequalification Questionnaire;
- c) withdraw this Prequalification;
- d) terminate the Submission Process;
- e) re-advertise for new Submissions;
- f) request additional fragment from any Company; and
- g) alter or vary any process or procedure regarding the consideration or the evaluation of any Submission or all Submissions.

Entity may also give consideration to and may exclude parties on the basis of their performance or the performance of related parties on recent contracts with Entity or other government bodies. To assist with this process, Entity may make reference to performance reports prepared either by Entity or other government agencies.

Entity may take into account the relationship between Company and their constituent members and the existence of related companies and common directors. Should a Company (or a member of the Company) be a related company of another Company (or a member of the other Company), or should common directors be identified across Company (or members of Company), Entity may require the Company to enter into specific undertakings to address any resultant probity issues as a condition of this Invitation.

16. Notification of Selection of Company to Tender

After consideration of Submissions, The Entity will select those Companies whose Submissions clearly demonstrates the Company has the financial and technical capability, experience and resources to execute the Works subject of the Tender that form the basis of this Prequalification Process.

Those Companies that are selected by the Entity will be notified in writing, those that are not selected may request feedback from the Entity on the reasons for non-selection.

The final number of selected Companies that the Entity will invited to Tender shall be a maximum number of six Tenderers.



Prequalification of Tenderers Procedure

The right is reserved, as the interest of Entity may require, to reject any or all Submissions and to waive any informality in Submissions received.

17. Company Return of Prequalification Documents

Upon receiving confirmation of the Companies success in Prequalification or notification of its failure to Prequalify, the Company shall destroy all documents issued by the Entity.

18. Removal or Addition of Companies following Initial Selection by the Entity

The Entity may remove or replace a selected Company from the future Tender if:

- a) a selected Company previously notified by the Entity as being selected to Tender for the Contract, subsequently withdraws itself from tendering for the Tender by formal notice to the Entity, or
- b) a selected Company, subsequently to being invited to prequalify is boycotted in accordance with Article 78 of the Government Tenders and Procurement Law (Royal Decree No. M/58 dated 4 Ramadan 1427H / 27 September 2006). The Company shall be notified and the previous selection withdrawn by the Entity.

In either of the above situations, the Entity has the right to invite the next most qualified Company that was not initially selected as part of this Prequalification to participate in the Tender to maintain a competitive tender process.

If insufficient Companies remain following the removal of a previously selected Company(s) the Entity may at its discretion cancel the Prequalification.

19. Declaration on Behalf of Company:

Company shall include the below declaration in its Submission:

I the undersigned representative declare that the information stated in this Submission is accurate and true and reflects the current information available.

The Company by submission of this Submission, acknowledges that the Entity will determine in its sole discretion the suitability of Company for prequalification for the Tender based on the information contained in the Submission and in accordance with these Instructions to Companies for Prequalification and failure to complete all sections may result in Company Submission being excluded from evaluation.

SIGNATURE

TITLE

NAME

DATE

Section 1: General Information

Company shall complete the following general company information:

INFORMATION REQUESTED	COMPANY RESPONSE
Full Name of Company:	
Registered Office Address:	



Prequalification of Tenderers Procedure

Date of Registration:			
KSA Registration No.			
KSA CLASSIFICATION CLASS:			
STATE MIN VALUE FOR BIDDING:			
STATE MAX VALUE FOR BIDDING:			
International Registration No.			
PUBLIC / PRIVATE COMPANY			
NOMINATED REPRESENTATIVE	Name:		
	Phone:		
	Email:		
COMPANY STRUCTURE (confirm Structure)	Corporation:	☐ YES ☐ NO	
	Subsidiary	☐ YES ☐ NO	
	Division	☐ YES ☐ NO	
	Joint Venture / Consortium	☐ YES ☐ NO	
PARENT COMPANY DETAILS (If Applicable)	Parent Company Name:		
	Address:		
	Contact Person:		
	Phone No:		
TYPE OF BUSINESS (Confirm scopes of works and percentage of turnover for each type)	Civil Construction	☐ YES ☐ NO	%
	Roads & Highways	☐ YES ☐ NO	%
	Manufacturing / Fabrication	☐ YES ☐ NO	%
	Buildings	☐ YES ☐ NO	%
	Mechanical / Electrical	☐ YES ☐ NO	%
	Engineering / Design	☐ YES ☐ NO	%
	Consulting	☐ YES ☐ NO	%
	Other	☐ YES ☐ NO	%
NUMBER OF EMPLOYEES	Total Employees		
	Management		
	Non-Manuals		
	Manuals		
IQTAR RATING (SAUDIZATION)	State Level		



Prequalification of Tenderers Procedure

Section 2: Financial Information

Company to complete required information and provide the last three (3) years of audited Annual Financial Statements, if Company plans on Prequalification on basis of a Joint Venture, Consortium or Partnership, then each of the individual entities associated shall complete the table below:

INFORMATION REQUESTED	COMPANY RESPONSE		
PRESENT NET WORTH	SAR		
ANNUAL SALES VOLUME (related to classification for this package)	2017	SAR	
	2016	SAR	
	2015	SAR	
BANKING REFERENCE	Name		
	Position		
	Phone Number		
PERFORMANCE BOND	Can you furnish a Performance Bond (State "YES" or "NO")		☐ YES ☐ NO
	State Maximum Value Available		
	Surety Provider		
	Contact Person		
	Contact Phone Number		
BANK GUARANTEE / LETTER OF CREDIT	Can you furnish a Guarantee / Letter of Credit		☐ YES ☐ NO
	State Maximum Value Available		
	Name of Bank		
	Contact Person		
	Contact Phone Number		
PROVIDE LAST THREE (3) YEARS OF ANNUAL FINANCIAL REPORT. (Provide copies with this submission)	2016	☐ YES ☐ NO ☐ Not Available	
	2015	☐ YES ☐ NO ☐ Not Available	
	2014	☐ YES ☐ NO ☐ Not Available	
	If Not Available State Reason		



Prequalification of Tenderers Procedure

Section 3: Organization Chart

Company to provide the following documents relative to the company and project structures and attach to its submission:

1. Current company Organization Chart (for Company registering for this Package)
2. Sample of a typical Project Organization (of similar scope and size to this Package)

Company to provide the following names and resumes of Key Personnel that would have executive accountability and oversight for this Project:

KEY PERSONNEL	COMPANY RESPONSE
DIRECTOR (SPONSOR)	
REGIONAL MANAGER (if applicable)	
QUALITY MANAGER	
HEALTH & SAFETY MANAGER	
CONSTRUCTION MANAGER	
ENGINEERING DESIGN MANAGER	

Resumes are to be attached to this submission for prequalification

Section 4: Certifications & Licenses

Company to complete below relative to its licenses and certifications, copies are to be provided as part of the submission:

INFORMATION REQUESTED	COMPANY RESPONSE	
INDUSTRY ACCREDITATIONS	ASME	
	API	
	TEMA	
	Other	
ISO CERTIFICATIONS	ISO:9001	
	ISO:18001	
	ISO:14001	
PROFESSIONAL LICENSES	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE NO	
	LICENSE	



Prequalification of Tenderers Procedure

	EXPIRY	
	LICENSE NO	
	LICENSE	
	EXPIRY	

Section 5: Health & Safety Questionnaire

Part A - Incident History

Please complete the number of incidents, days lost and hours worked for the current year and the previous 3 years

Category	Current Year	2016	2015	2014
FATALITIES				
LOST WORKDAY CASE				
DAYS LOST (ADD 220 DAYS FOR A FATALITY)				
RESTRICTED WORKDAY				
MEDICAL TREATMENT ONLY				
FIRST AID TREATMENT ONLY				
EQUIPMENT DAMAGE				
NEAR MISS				
ENVIRONMENTAL DAMAGE				
HOURS WORKED				

HAVE THERE BEEN ANY WORK-RELATED FATALITIES IN THE LAST 5 YEARS?	☐ YES ☐ NO (if yes please attach details)
--	---

Briefly list the last 5 Classified Incidents (lost workday/restricted workday case) and the action taken

Incident	Actions Taken

Part B – HSS&E Program

QUESTION	Yes	No
Do you have a written Health, Security, Safety and Environment program?	☐	☐



Prequalification of Tenderers Procedure

Does your HSE program contain details of:		
• Responsibilities and accountabilities?	☐	☐
• HSSE policy?	☐	☐
• Risk management systems?	☐	☐
• New employee orientation/induction?	☐	☐
• Training? (including current matrix and qualifications)	☐	☐
• Communications? eg toolbox, safety meetings	☐	☐
• HSSE rules?	☐	☐
• Behavior based safety?	☐	☐
• Inspections? eg workplace, emergency equipment	☐	☐
• HSSE professional support? eg HSE Advisor/Representative	☐	☐
• Fitness for work?	☐	☐
• Emergency response?	☐	☐
• Incident reporting?	☐	☐
• Incident investigation?	☐	☐
• Industrial hygiene? eg air contaminant exposures, sampling and monitoring	☐	☐
• Personal protective equipment?	☐	☐
• Equipment management?	☐	☐
• Record keeping?	☐	☐
• Lower Tier (Subcontractor / Supplier) management?	☐	☐
• Substance Abuse Program	☐	☐
• Environmental Program	☐	☐

Company shall attach to its submission a sample copy of a typical Health & Safety Plan.

List three client references that could verify the quality and management of your HSSE programme.

Company	Contact Name	Address	Phone



Prequalification of Tenderers Procedure

Section 6: Workers Welfare Facilities

Company shall provide details in relation to its management of manual workforce, by providing answers to the following:

QUESTION	COMPANY RESPONSE	
Provide address and size of non-manual workers camp accommodations available		
Provide approximate manning levels per room by grade of manual worker	Junior Workers	
	Senior Workers	
Describe recreational facilities available in the camps		
Provide specifications and standards of workers transportation services		
Describe any other facilities available in the camps for workers		
Provide standard working hours for workers		
Provide list of standard personnel protection clothing and like for workers		
Identify any other conditions or like that are provided to workers living in the camps that demonstrates a level of consideration of workers welfare (i.e. medical services)		
Describe how different nationalities requirements are accommodated in regards to catering, and accommodations		



Company shall provide details of current resources employed in works of similar scope and nature to this package and, where possible, identify last three year's data

SAMPLE



Prequalification of Tenderers Procedure

RESOURCES		COMPANY RESPONSE		
SCAFFOLDERS				
ROOFERS				
EQUIPMENT (HEAVY)	OPERATORS			
EQUIPMENT (LIGHT)	OPERATORS			
OTHERS (Add as necessary)				
TOTAL WORKFORCE				



Prequalification of Tenderers Procedure

Section 8: Experience Statement

The Company submits the following statement as to its experience qualifications with focus on work in Kingdom of Saudi Arabia:

1. If stated in the cover letter, provide only experience in work similar in type and magnitude to the identified Work Scope.
2. All awarded contracts have been satisfactorily completed, except as follows (Name any and all exceptions and reasons therefore, attaching additional pages if necessary):

3. The following contracts are currently in progress or have been satisfactorily completed within the last three years or the period specified in the cover letter.

4. If you have not worked in the country specified in the cover letter within the period outlined in 3 above, add a separate page listing any work ever performed in that country.

5. Column Completion Notes:

- a. Name and Address. For past Government Work, please provide Ministry and Ministry Contract Number.
- b. Work Description. Describe work scope and then indicate if principle (prime) contractor or as a subcontractor and city of works (i.e. Riyadh, Jeddah etc).
- c. Start/Stop. Provide starting date and actual/forecast completion by mo/yr, e.g., Jan 16/Sep18.
- d. Schedule and Budget. State either "over", "on", or "under" the contract schedule and budget.

Item No.	Customer name, address, representative and phone no.	Work Description	Value	Start/Stop	Schedule
1					
2					
3					
4					
5					
6					
7					
8					



Prequalification of Tenderers Procedure

Section 9: Subcontracting and Supply Chain

Company shall provide its responses to the below questions relative to the selection and nomination of key Subcontractors or Suppliers when executing Projects. The answers to the following questions shall not exceed four (4) pages of A4 paper.

QUESTION TO COMPANY	COMPANY RESPONSE
3. Company to explain its process and procedure for the identification, prequalification, evaluation and selection of Subcontractors or Suppliers:	
4. Company to explain how it manages the Subcontractors and Suppliers during execution of the Works to maintain schedule and quality of the Works being performed by the Subcontractor or Supplier	
5. Company to explain its process and procedure for the quality inspections, assurance, delivery, storage and distribution of materials and equipment by Subcontractors or Suppliers	
6. Company to explain how they ensure Subcontractors or Suppliers are contracted on terms and conditions aligned with the Main Contract and the management of such obligations for works performed by the Subcontractor or Supplier	

Company shall list in the table below the typical scopes of work or supply that are subcontracted to lower tier companies in execution of works of a similar scope or complexity who will furnish major components, equipment, materials, and/or perform elements of the Works – the completion of the table and submission is in addition to the four (4) page limit:

No.	INFORMATION REQUIRED	COMPANY RESPONSE
1	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
3	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
4	Scope of Works or Supply	



Prequalification of Tenderers Procedure

No.	INFORMATION REQUIRED	COMPANY RESPONSE
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
5	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
6	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
7	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	
8	Scope of Works or Supply	
	Basis of Selection of Subcontractors or Supplier	
	Terms of Subcontract or Supply	

NOTES: **Basis of Selection:** Enter if selected based on prequalification, preferred supplier, sole source or competitive tender
Terms of Subcontract/Supply: Enter Typical Commercial model (Cost Reimbursable, Lump Sum, Unit Price, etc.)



Prequalification of Tenderers Procedure

Section 10: Construction Equipment and Plant

The Company submits the following statement as to its capabilities in relation to owned and leased equipment resources to demonstrate his capacity to undertake the works:

Column Completion Notes:

1. Equipment Type: Common Name – (i.e. 50t Mobile Crane).
2. Model & Make: Equipment Manufacturers name and Model Number.
3. Quantity: Number of Equipment Owned or Leased.
4. Year of Make: State Year of Equipment Make.
5. Owned / Leased: State ownership details of equipment either Owned or Leased

Item No.	Equipment Type	Model & Make	Quantity	Year of Make	Owned / Leased
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					



Prequalification of Tenderers Procedure

Section 11: Manufacturing / Fabrication / Production Capacity

If Company typically outsources the fabrication of key components, please list below the supplier or subcontractor that has been used by the Company previously to perform such works and its capability:

Column Completion Notes:

1. Commodity: Common Name – (i.e. Rolled Steel Sections).
2. Manufacturing Location: Where are the facilities located and Subcontractors / Supplier name if not self-performed by the Company
3. Monthly Capacity: What is the monthly capacity.
4. Current Capacity: Current workload as a percentage of monthly capacity
5. Forward Capacity: Future workload as a percentage in 6 -12 months' time
6. Date Available: Next available production slot
7. Space: Quantity Available in next production slot

Item No.	Commodity	Manufacturing Plant Location	Monthly Capacity (Qty)	Current Capacity (%)	Forward Capacity (+6 mths)	Date available
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						



Prequalification of Tenderers Procedure

Section 12: Engineering & Design Capabilities and Execution

Please provide details below of how Company would undertake the performance of the design and associated capability, if “NONE”, please state “NONE” below

Column Completion Notes:

1. Location: State Office Location (City, Country) and if more than one office state number (i.e. London, UK (2 Offices))
2. Provider: State if design services provided by either
 - a. “In-house” (full time employees)
 - b. “Subsidiary” Company Subsidiary of the Company (i.e. Subsidiary [XYZ Limited])
 - c. “2nd Party” existing subcontract or agreement with a 2nd party designer and state that company name (i.e. “2nd Party [XYZ Limited])
3. Main Discipline: State the main discipline of design works performed (i.e. Rail – Systems, Rail – Civil, Ports, Civil Engineering or if a multidiscipline office state “multidiscipline”)
4. Resources: List the approximate full time equivalents for main categories for each provider.

Item No.	Location of Design Office	Provider	Main Discipline	Resources		
				Designers	CAD / Techs	Management
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						



Prequalification of Tenderers Procedure

Section 13: BIM Design Capability & Experience

Part A – Organizational Structure

Please complete table below for key personnel and organization details (note the BIM representative should be the focal point for any clarifications in response to this questionnaire):

Company BIM Representative:	
Telephone Number	
Mobile Number	
E Mail Address	
Website URL	

BIM Team Information

Team Member	Name	Telephone	Email
Project Leader			
Information Manager			
IT Manager			
CAD Manager			
<i>Other (Company may specify below additional key positions and individuals)</i>			



Prequalification of Tenderers Procedure

Part B – Documented Management System Information

Please complete below questions as it relates to BIM Capability and Management Systems:

Ref.	Question	Contractors Response
MSQ1	Does your organization have a reference a standard it uses to produce your CAD/BIM models?	
MSQ2	Would your organization adopt project specific CAD/BIM standards that deviate from your organizations standards?	
MSQ3	Does your organization have documented procedures that describes the issue and revision of drawings?	
MSQ4	Does your organization have a documented procedure that describes the numbering systems for your drawings and CAD models?	
MSQ5	Does your organization have a documented policy regarding control of emails?	
MSQ6	Has your organization got any limitations placed on it by PI insurers in regard to your ability to exchange electronic information?	
MSQ7	Does your organization have a documented policy in place regarding limiting internet usage?	
MSQ8	Does your organization have experience with web-based project tools such as extranets or web enabled document management systems?	
MSQ9	What is you preferred collaboration or web-enabled document management system?	
MSQ10	Do you have a documented procedure describing your archiving system?	
MSQ11	Does your organization have a documented procedure describing your data security systems and arrangements?	
MSQ12	Does your Firewall place limitations on incoming and outgoing electronic communications?	
MSQ13	Do you have a documented procedure that describes how you determine the training of your CAD/BIM personnel is effective and current?	



Prequalification of Tenderers Procedure

Part C – Other Information

Company may provide any other relevant information below that they feel is pertinent to describe or better qualify their BIM capabilities:



Prequalification of Tenderers Procedure

Attachment 4 - EPM-KD0-TP-000055 - Prequalification Evaluation Scoring Criteria Template

Prequalification Evaluation Scoring Criteria Template

Project Management Services For [Insert Entity Name]

[Insert Package Number]

Preparer Note: These Instructions to evaluators shall be used to document the evaluation team, criteria and scoring to ensure that the evaluation process is formalized and carried out ethically. Once drafted this Preparer Note shall be deleted from the document before issuance of the scoring criteria.

The evaluation team, weighting percentages and attached evaluation criteria are documented herein and establish the basis for selection of the firms that will be invited to propose on the upcoming RFP for PMC services.

Approval

NAME	TITLE/POSITION	SIGNATURE	DATE



Prequalification of Tenderers Procedure

Contract Number:	[INSERT CONTRACT NUMBER]
------------------	--------------------------

Contract Title:	[INSERT CONTRACT NAME]
-----------------	------------------------

Evaluation Team Representation	* MEMBER NAME
Evaluation Team Leader	
Contracts & Procurement	
Engineering	
Construction	
Project Controls	
Environmental	
Health & Safety	
Quality	
[Other]	
[Other]	
[Other]	
[Other]	
[Other]	

ITEM NO.	Prequal Form	Wgt %	FORM TITLE
1	Section 1	5	General Information
2	Section 2	PASS / FAIL	Financial Information
3	Section 3	10	Organization Charts and Key Personnel
4	Section 4	PASS / FAIL	Certifications and Licences / Quality
5	Section 5	PASS / FAIL	Health, Safety, Security and Environmental (HSSE)
7	Section 6	25	Resources (World-wide)
8	Section 7	20	Experience Statement
9	Section 8	10	Subconsultants
10	Section 9	10	Resourcing Strategy
11	Section 10	10	Automation and Data Management Capability and Experience
12	Section 11	10	Document Management, Records Retention and Enterprise Content Management System (ECMS)
TOTAL		100	

NAME	TITLE/POSITION	SIGNATURE



Prequalification of Tenderers Procedure

PREQUALIFICATION EVALUATION REVIEW PLAN

Contract No.: [INSERT CONTRACT NUMBER]

Team review

Contract Title: [INSERT CONTRACT NAME]

ASSIGNMENT OF EVALUTION TEAM MEMBERS TO TENDER FORMS

Item Number	Form Letter	Form Title	Assigned (1)	Assigned (2)	Assigned (3)	Assigned (4)
1	Section 1	General Information	CONTRACTS	CONTRACTS	CONTRACTS	CONTRACTS
2	Section 2	Financial Information	CONTRACTS	CONTRACTS	CONTRACTS	CONTRACTS
3	Section 3	Organization Charts and Key Personnel	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES
4	Section 4	Certifications and Licences / Quailty	QUALITY	QUALITY	QUALITY	QUALITY
5	Section 5	Health, Safety, Security and Environmental (HSSE)	SAFETY	SAFETY	SAFETY	SAFETY
6	Section 6	Resources (World-wide)	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES
7	Section 7	Experience Statement	PROJECT MANAGEMENT & CONSTRUCTION	PROJECT MANAGEMENT & CONSTRUCTION	PROJECT MANAGEMENT & CONSTRUCTION	PROJECT MANAGEMENT & CONSTRUCTION
8	Section 8	Subconsultants	CONTRACTS	CONTRACTS	CONTRACTS	CONTRACTS
9	Section 9	Resourcing Strategy	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES	ALL DISCIPLINES
10	Section 10	Automation and Data Management Capability and Experience	ENGINEERING	ENGINEERING	ENGINEERING	ENGINEERING
11	Section 11	Document Management, Records Retention and Enterprice Content Management System (ECMS)	DOCUMENT MANAGEMENT	DOCUMENT MANAGEMENT	DOCUMENT MANAGEMENT	DOCUMENT MANAGEMENT



Prequalification of Tenderers Procedure

Summary of Prequalification Evaluation

Contract No. [INSERT CONTRACT NUMBER]
Contract Title: [INSERT CONTRACT NAME]

No.	Prequal Form	Maximum Weight 0-10	FORM TITLE	Key Criteria	Tenderer											
					TENDERER NAME No 1]	TENDERER NAME No 2]	TENDERER NAME No 3]	TENDERER NAME No 4]	TENDERER NAME No 5]	TENDERER NAME No 6]	TENDERER NAME No 7]	TENDERER NAME No 8]	TENDERER NAME No 9]	TENDERER NAME No 10]	TENDERER NAME No 11]	TENDERER NAME No 12]
1	Section 1	5	General Information		5	5	5	5	5	5	5	5	5	5	5	5
2	Section 2	PASS / FAIL	Financial Information	K	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
3	Section 3	10	Organization Charts and Key Personnel		10	10	10	10	10	10	10	10	10	10	10	10
4	Section 4	PASS / FAIL	Certifications and Licences / Quality	K	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL	FAIL
5	Section 5	PASS / FAIL	Health, Safety, Security and Environmental (HSSE)	K	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
7	Section 6	25	Resources (World-wide)		25	25	25	25	25	25	25	25	25	25	25	25
8	Section 7	20	Experience Statement		20	20	20	20	20	20	20	20	20	20	20	20
9	Section 8	10	Subconsultants		10	10	10	10	10	10	10	10	10	10	10	10
10	Section 9	10	Resourcing Strategy		10	10	10	10	10	10	10	10	10	10	10	10
11	Section 10	10	Automation and Data Management Capability and Experience		10	10	10	10	10	10	10	10	10	10	10	10
12	Section 11	10	Document Management, Records Retention and Enterprise Content Management System (ECMS)		10	10	10	10	10	10	10	10	10	10	10	10
		100	Scale Factor		1	1	1	1	1	1	1	1	1	1	1	1
SUMMARY TOTAL SCORE					95	95	95	95	95	95	95	95	95	95	95	95
KEY CRITERIA PASS					#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
MINIMUM THRESHOLD FOR TECHNICAL ACCEPTANCE					60	60	60	60	60	60	60	60	60	60	60	60
OVERALL RESULT					#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

INDIVIDUAL RATING SCALE FOR EVALUATION FORMS (COMPLEX)

- 5 Significantly exceeds requirements
- 4 Exceeds requirements
- 3 Meets requirements
- 2 Meets most expectations
- 1 Below expectations
- 0 No response or unacceptable response

EVALUATION SCALE (SIMPLE)

- 3 Meets requirements
- 2 Meets most expectations
- 1 Below expectations
- 0 No or unacceptable response

Notes:

- 1 Refer to individual evaluation sheets for scoring method for each criterion
- 2 If any cell in evaluation forms turns red, check that score allocated is not greater than maximum allowable score



Prequalification of Tenderers Procedure

Evaluation Form	Section 1
Form Title	General Information

EVALUATED BY:	[INSERT NAME]	[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]		
Weight Factor =		5	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA												
Has the Tenderer provided sufficient detail in accordance with Section 1?		5			5			5			5	
Does information provided indicate the company's capabilities to perform this role?		5			5			5			5	
TOTAL SCORE (Sum)		500			500			500			500	
PERCENTAGE SCORE (Sum of score x weighting /100)		100			100			100			100	
WEIGHTED SCORE (Average x Weight Factor)		5			5			5			5	

Max Score	Weighting	Evaluation Basis
5	50	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	50	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
0	500	100
	0	



Prequalification of Tenderers Procedure

Evaluation Form		Section 2	
Form Title		Financial Information	
EVALUATED BY:	[INSERT NAME]	[TENDERER NAME No 1]	
Weight Factor =	PASS / FAIL	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA			
Has the Tenderer provided sufficient detail in accordance with Section 2?	3		
Does the information provided indicate capability to perform this role?	3		
Is the Tenderer able to obtain a Performance Bond?	3		
Is the Tenderer able to obtain a Parent Company Guarantee?	3		
TOTAL SCORE (Sum)	300		
PERCENTAGE SCORE (Sum of score x weighting /100)	100		
WEIGHTED SCORE (Average x Weight Factor)	PASS		

Max Score	Weighting	Evaluation Basis
3	20	Meet requirements - Score 3; Meets most requirement - Score 2; Below Expectation - Score 1; No response or unacceptable response - Score 0
3	20	Meet requirements - Score 3; Meets most requirement - Score 2; Below Expectation - Score 1; No response or unacceptable response - Score 0
3	30	Scores 3 if Tenderer is able to provide Performance Bond with no exceptions. Score 0 if Tenderer is not able to obtain a Performance Bond
3	30	Scores 3 if Tenderer is able to provide Parent Company Guarantee with no exceptions. Score 0 if Tenderer is not planning to submit a Parent Company Guarantee
300	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 3									
Form Title		Organization Charts and Key Personnel									
EVALUATED BY: [INSERT NAME]		[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor = 10		SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA											
1. Has Tenderer provided an organization chart showing key personnel, including numbers, titles and categories of home office and field personnel.		5		5		5		5		5	
2. Do the staff numbers appear sufficient to perform this contract? (score individually)											
	KSA Country Manager	13		13		13		13		13	
	Strategic Planning and Studies Director	13		13		13		13		13	
	Operations Director	13		13		13		13		13	
	Engineering Department Director	13		13		13		13		13	
	Contracts Department Director	13		13		13		13		13	
	Project Controls Department Director	13		13		13		13		13	
	Training Manager	13		13		13		13		13	
	Construction Management Department Director	13		13		13		13		13	
	Construction Manager	13		13		13		13		13	
	Information (Document and Records) Management and ECMS Director	13		13		13		13		13	
3. Has Tenderer provided the Resumes in format required for each position and is each position clearly shown in the Project Organisation Chart with lines of reporting		5		5		5		5		5	
TOTAL SCORE (Sum)		1220		1220		1220		1220		1220	
PERCENTAGE SCORE (Sum of score x weighting /100)		100		100		100		100		100	
WEIGHTED SCORE (Average x Weight Factor)		10		10		10		10		10	

Max Score	Weighting	Evaluation Basis	For Each Tenderer								
5	5	Score 5 if tenderer has supplied chart showing all key personnel, including number of personnel, titles, categories, work location and personnel are all named. Score 4 if tenderer has supplied chart showing all key personnel, including number of personnel, titles, categories, work location and >50% of all personnel are all named. Score 3 if tenderer has supplied chart showing all key personnel, including number of personnel, titles, categories, work location and all key personnel are all named. If 3, 4, or 5 are not met deduct (from 3) 1 point for every category of information missing. Minimum score is 0.	Overall Experience Score	Qualifying Relevant Degree	Arabic Speaking	Regional Experience	Saudi Experience	Project / Sector Experience	>=5 years with Company	Similar Position Experience	Public Entity Experience
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	5	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	10	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
13	5	Scores 5 if experience is 35+ years. Scores 4 if experience is 30 to 34 years. Scores 3 if experience is 25 to 29 years. Scores 2 if experience is 20 to 24 years. Scores 1 if experience is 15 to 19 years. Scores 0 if experience is <15 years.									
5	5	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0	All of these criteria will be scored as have =1, does not have =0. Only Blue cells need be completed.								
1220	100										



Prequalification of Tenderers Procedure

Evaluation Form	Section 4									
Form Title	Certifications and Licences / Quality									

EVALUATED BY: [INSERT NAME]	[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor = PASS / FAIL	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA										
1. Does the Company have any industry accreditations?										
2. Does the Company have ISO Certification 9001 (Quality Management System)?										
3. Does the Company have Professional licenses?										
4. Does the Company have any professional engineering design registration/license obtained in the Kingdom of Saudi Arabia?										
5. Does the Company have ISO 14001 Certification?										
TOTAL SCORE (Sum)	0		0		0		0		0	
PERCENTAGE SCORE (Sum of score x weighting /100)	0		0		0		0		0	
WEIGHTED SCORE (Average x Weight Factor)	FAIL		FAIL		FAIL		FAIL		FAIL	

Max Score	Weighting	Evaluation Basis
		A minimum scoring of 60 is required for passing criteria
5	10	Company has three industry accreditation = 5; Company has two industry accreditation = 3; Company has one industry accreditation = 1; Company has no industry accreditation = 0
5	65	Company has a valid ISO 9001 certificate (Revision 2015) = 5; Company has an expired ISO 9001 certificate (Revision 2015) = 4; Company has ISO 9001 certificate (Revision 2008) = 3; Company has no ISO Certification = 0
5	10	Company has three professional licenses = 5; Company has two professional licenses = 2; Company has one professional license = 1;
5	5	Company has certification obtained in KSA = 5; Company does not have any certifications obtained in KSA = 0
5	10	Company has a valid ISO 14001 certificate = 5; Company has an expired ISO 14001 certificate = 3; Company has no ISO Certification = 0
500	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 5											
Form Title		Health, Safety, Security and Environment											
EVALUATED BY:		[INSERT NAME]		[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor =		PASS / FAIL		SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA													
A. How do you evaluate the Tenderer's performance indicators in the past three years?		5				5				5			
B. Does the Tenderer have a proactive risk management program? Does the provided information indicate procedure to manage and assess risk?		5				5				5			
C. Does the Tenderer have a contractor HSSE management program? Does the HSSE management program include screening, selection and monitoring of subconsultant and contractors?		5				5				5			
D. Does the Tenderer have an HSSE policy? Has the Tenderer provided a list of HSSE procedures? Is the procedure list comprehensive?		5				5				5			
E. Has the Tenderer received any citations by any government organization? Has the Tenderer received any awards?		5				5				5			
F. Does the Tenderers have HSSE training program? Does the HSSE program have an orientation process/procedure for onboarding?		5				5				5			
G. Has the Tenderer obtained HSSE certificates from recognized and credited institutes such as ISO and OHSAS		5				5				5			
TOTAL SCORE (Sum)		500				500				500			
PERCENTAGE SCORE (Sum of score x weighting /100)		100.0				100.0				100.0			
WEIGHTED SCORE (Average x Weight Factor)		PASS				PASS				PASS			

Max Score	Weighting	Evaluation Basis	Criteria highlights:
		If Tenderer average score is less than 60 or any score is zero then evaluation shall be a FAIL.	
5	15	Below industry rates avg. with decreasing trend=5 Below industry rates avg. with increasing trend=4 Average performance 10% near industry rates avg. =3 Higher than industry rates 25% avg. decreasing trend=2 Significantly higher than industry avg. 50% with decreasing trend=1 Significantly higher than industry average 50% with increasing trend or no data=0	Industry Rates: Performance indicators as published by local and international buddies mainly: GOSI, CORA and ILO
5	15	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0	Expectations: A written program outlining inspection guidelines, responsibilities, frequency and follow up is in effect
5	20	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0	Expectations: Evidence that contractors are evaluated on HSE performance as part of the selection process, the selection criteria meet Mahrout requirements, a program to manage contractor HSE performance exists with evidence of implementation.
5	20	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0	Expectations: A written policy signed the most senior person in the organization exist, the list of procedure meets Mahrout standards outlined in the white book
5	10	No citation, either locally nor international= 5 Minor international citation, no local citations= 4 Moderate international citation, no or minor local citations= 3 Single local moderate citation or multiple minor citations= 2 Single major local citation or multiple local citations with moderate nature= 1 Multiple major local or international citations, or no response= 0	As detailed in the scoring
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0	Expectations: HSE training is given for specialized operations, but no routine training conducted., All employees receive orientation and a printed booklet.
5	10	Have active two certificates scores 5 Active single certification scores 3 Expired certification scores 1 No response or unacceptable response scores 0	Expectations: HSEMP exists, it meets Mahrout minimum standards, and evidence of implementation exists. HSE OHSAS certification is a + and ISO 14001 is a +
500	100		



Prequalification of Tenderers Procedure

Evaluation Form		Section 6									
Form Title		Resources (World-wide)									
EVALUATED BY: [INSERT NAME]		[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor =	25	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA											
Part A. 1. Has Tenderer listed worldwide professional resource data for the last 3 years?		3		3		3		3		3	
Part A. 2. Do the staff numbers appear sufficient to perform this contract? (score below individually)											
	Project Managers	5		5		5		5		5	
	Urban Planners	5		5		5		5		5	
	Urban Designers	5		5		5		5		5	
	Transportation Engineers	5		5		5		5		5	
	Financial Analysts	5		5		5		5		5	
	Economists	5		5		5		5		5	
	Civil Engineers	5		5		5		5		5	
	Structural Engineers	5		5		5		5		5	
	Mechanical Engineers	5		5		5		5		5	
	Utility/Hydraulic Engineers	5		5		5		5		5	
	Electrical Engineers	5		5		5		5		5	
	Low Voltage Engineers	5		5		5		5		5	
	Architects	5		5		5		5		5	
	CAD Designers	5		5		5		5		5	
	Stakeholder Interface Specialists	5		5		5		5		5	
	Contract Administrators	5		5		5		5		5	
	Cost Engineers	5		5		5		5		5	
	Scheduling Engineers	5		5		5		5		5	
	Estimating Engineers	5		5		5		5		5	
	Quality Control Specialists	5		5		5		5		5	
	Risk Analysts	5		5		5		5		5	
	Training Managers	5		5		5		5		5	
	Continuous Improvement Managers	5		5		5		5		5	
	Document Management Specialists/Controllers	5		5		5		5		5	
	HSSE Officers	5		5		5		5		5	
	Testing & Commissioning Managers	5		5		5		5		5	
	Construction Managers	5		5		5		5		5	
	Field Engineers	5		5		5		5		5	
Part B. Has tenderer provided the Ministry of Labor's records for his Kingdom of Saudi Arabia professional resources for the past three years, along with breakdown by disciplines and positions?		3		3		3		3		3	
TOTAL SCORE (Sum)		472		472		472		472		472	
PERCENTAGE SCORE (Sum of score x weighting /100)		100		100		100		100		100	
WEIGHTED SCORE (Average x Weight Factor)		25.0		25.0		25.0		25.0		25.0	

Max Score	Weighting	Evaluation Basis
3	4	Score 3 if all data provided. Deduct 1 point for every year shown without staff. Score 0 if data not provided
5	5	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 1
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 2
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 3
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 4
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 1
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 2
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	3	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
3	10	Score 3 if all data provided. Deduct 1 point for every year shown without staff. Score 0 if data not provided
472	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 7									
Form Title		Experience Statement									
EVALUATED BY: [INSERT NAME]		[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor = 20		SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA											
PART A. Has Tenderer provided responses to all questions on form?		5		5		5		5		5	
PART B. 1. Has Tenderer worked with national government (within the Kingdom of Saudi Arabia) on programs or projects of national significance? Is the type of program/project, its scale and complexity, tenderer's scope of work and the program/project period described?		5		5		5		5		5	
PART B. 2. Has Tenderer worked with national government/s (outside the Kingdom of Saudi Arabia) on programs or projects of national significance? Is the type of program/project, its scale and complexity, tenderer's scope of work and the program/project period described?		5		5		5		5		5	
PART B. 3. Does Tenderer have experience in the development and management of infrastructure (utilities or facilities) portfolio plans? Is the portfolio/s developed, the client, project duration and approximate value of the portfolio/s described?		5		5		5		5		5	
PART B. 4. Does Tenderer have experience in the preparation and delivery of large-scale (regional/sub regional, metropolitan or city scale), integrated, multi-disciplinary planning / urban growth management plans? Is the project/s name, client, tenderer's scope of work, the project period and contract value described?		5		5		5		5		5	
PART B. 5. Has Tenderer lead and managed large-scale (regional/sub regional, metropolitan or city scale) infrastructure programs / projects, from initial concept planning and feasibility, through detailed engineering design, to testing & commissioning and handover? Is the project name, client, tenderer's scope of work, the project period and contract value described?		5		5		5		5		5	
Has the Tenderer submitted 3 statements as to its experience and qualifications with a focus on work on national government programs and large infrastructure projects, and in particular on projects within the Kingdom of Saudi Arabia?		3		3		3		3		3	
Based on current workload identified in this section and resources listed in Section 7, does it appear that tenderer will have sufficient resources to execute this project?		3		3		3		3		3	
TOTAL SCORE (Sum)		410		410		410		410		410	
PERCENTAGE SCORE (Sum of score x weighting /100)		100		100		100		100		100	
WEIGHTED SCORE (Average x Weight Factor)		20.0		20.0		20.0		20.0		20.0	

Max Score	Weighting	Evaluation Basis
5	5	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
3	30	Score 3 if 3 complete, relevant data sheets provided. Score 2 if 2 complete, relevant data sheets provided. Score 1 if 1 complete, relevant data sheets provided. Core 0 if no complete, relevant data sheets provided. Deduct 1 point for every year shown without staff.
3	15	Score 3 if it is clear that sufficient resources will be available Score 2 if resources look likely to be available. Score 1 if all resources are committed on on-going work. Core 0 if it appears that tenderer is overcommitted on current workload Deduct 1 point for every year shown wit
410	100	Score 0 if data not provided



Prequalification of Tenderers Procedure

Evaluation Form	Section 8										
Form Title	Subconsultants										

EVALUATED BY: [INSERT NAME]		[TENDERER NAME No 1]		[TENDERER NAME No 2]		[TENDERER NAME No 3]		[TENDERER NAME No 4]		[TENDERER NAME No 5]	
Weight Factor =	10	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA											
1. Tenderers process for prequalification and selection of subcontractors demonstrates good practice and provide confidence that technical and commercial considerations are considered in selection		5		5		5		5		5	
2. Has the Tenderer's process for the management of subcontractors and suppliers during the works demonstrated a satisfactory understanding of the requirements and obligations?		5		5		5		5		5	
4. Has Tenderer demonstrated how it flows down to the subcontractors and suppliers the requirements of the Contract and its management of such obligations		5		5		5		5		5	
				5		5		5		5	
				5		5		5		5	
TOTAL SCORE (Sum)		500		500		500		500		500	
PERCENTAGE SCORE (Sum of score x weighting /100)		100		100		100		100		100	
WEIGHTED SCORE (Average x Weight Factor)		10.0		10.0		10.0		10.0		10.0	

Max Score	Weighting	Evaluation Basis
5	35	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	35	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	30	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
500	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 9	
Form Title		Resourcing Strategy	
EVALUATED BY: [INSERT NAME]		[TENDERER NAME No 1]	
Weight Factor =	10	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA			
Part A. Has Tenderer provided the requested details on the resources the Company will utilize for the performance of the project management services, strategic planning, engineering (technical standards) and associated scope of this package?		5	
Does it appear from the information and description provided by the company that it will be able to provide sufficient resources to manage the Works?		5	
TOTAL SCORE (Sum)		500	
PERCENTAGE SCORE (Sum of score x weighting /100)		100	
WEIGHTED SCORE (Average x Weight Factor)		10.0	

Max Score	Weighting	Experience Scoring Criteria
5	50	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	50	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
500	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 10	
Form Title		Automation and Data Management Capability and Experience	
EVALUATED BY:	[INSERT NAME]	[TENDERER NAME No 1]	
Weight Factor =	10	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA			
Part A. Has Tenderer supplied responses to questionnaire on automation organizational structure and the team information?	5		
Part B. 1. Does Tenderer's organization have a reference standard it uses to produce GIS/BIM, document, data management systems and models?	5		
Part B. 2. Would Tenderer's organization adopt project specific standards that deviate from their organization's standards?	5		
Part B. 3. Does Tenderer's organization have documented procedures that describe the issue and revision of drawings?	5		
Part B. 4. Does Tenderer's organization have a documented procedure that describes the numbering systems for drawings and models?	5		
Part B. 5. What are Tenderer's preferred collaboration or web-enabled automation and data management systems?	5		
Part B. 6. Does Tenderer have a documented procedure that describes how they determine whether the training of project GIS/BIM personnel is effective and current?	5		
Has Tenderer provided information on Company's past experience in the use of automation and data management tools on large infrastructure projects or at city, regional or national levels. Have they included any program management roles monitoring and/or managing the use of automation and data management tools on projects within the program and integrating input by others into a master automation and data management tool.	5		
TOTAL SCORE (Sum)	500		
PERCENTAGE SCORE (Sum of score x weighting /100)	100		
WEIGHTED SCORE (Average x Weight Factor)	10.0		

Max Score	Weighting	Evaluation Basis
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1
5	30	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
500	100	



Prequalification of Tenderers Procedure

Evaluation Form		Section 11	
Form Title		Document Management, Records Retention and Enterprise Content Management System (ECMS)	
EVALUATED BY:	[INSERT NAME]	[TENDERER NAME No 1]	
Weight Factor =	10	SCORE	CLARIFICATIONS / COMMENTS
CRITERIA			
A. Has Tenderer provided key personnel details related for the organization document management, records retention and ECMS?		5	
B. Does the Tenderer use an ECMS or any other electronic system/software to manage and store documentation?		5	
C. Do responses to questions indicate that Tenderer has mature capabilities with regard to Document Management, Records Retention and ECMS implementation?		5	
TOTAL SCORE (Sum)		500	
PERCENTAGE SCORE (Sum of score x weighting /100)		100	
WEIGHTED SCORE (Average x Weight Factor)		10.0	

Max Score	Weighting	Evaluation Basis
5	10	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
5	30	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 1
5	60	Significantly exceeds requirements scores 5 Exceeds requirements scores 4 Meets requirements scores 3 Meets most expectations scores 2 Below expectations scores 1 No response or unacceptable response scores 0
500	100	



Prequalification of Tenderers Procedure

Attachment 5 - Process Map – Prequalification Process of Prospective Tenderers

Prequalification Process of Prospective Tenderers

Department

