

**Construction Services for WFP Sudan**

**Bidder Capacity Questionnaire**

###### DOCUMENT CONTROL SHEET

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**Author(s):** I.A

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ANNEXES

Annex i of the bcq – bidder project experience

# PROJECT MEMORANDUM

## qualification process, submissions, and eligibility

In order to be considered for the project, all questions must be answered. Bidders may add additional lines to tables or append additional information as required to supplement their responses. The BCQ shall be included in the technical submission. Bidders will be automatically excluded from the process if any of the conditions listed in 2.12 apply to them.

## eligibility requirements

Bidders will be automatically excluded from the process if any of the following conditions apply to them:

1. The Bidder is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
2. Bidder is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration (or examiner-ship or equivalent) by the court or of an arrangement with creditors or of any similar proceedings under national laws or regulations;
3. Bidder has been convicted of an offence concerning his professional conduct;
4. Bidder has been guilty of grave professional misconduct proven by any means which the Employer can justify;
5. Bidder has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
6. Bidder has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
7. Bidder is guilty of serious misrepresentation in supplying or failing to supply the information required by a client;
8. Bidder is being investigated by a UN or other international agency with regards to its activities.
9. Bidder or any related company within the bidder’s group of companies has been convicted of engaging in any activities contrary to international law.

## Outstanding Claims

All outstanding claims (if any) must not be included in calculating the value of any projects in the Bidder’s Submission.

## Parent company Guarantee

If a Bidder is relying on the capacity or qualifications of a parent company in its submission for this competition the Bidder must state in its submission that the parent company will supply a parent company guarantee using a form prescribed by the Employer. A certificate on headed paper of the parent company must be included.

## provision of information

Bidders are reminded that they shall complete all of the questions asked and supply all of the information requested within this capacity questionnaire. Should the Bidder have difficulty in sourcing the required information, the Bidder shall detail this within its response. Bidders may add additional lines to tables and/or boxes in the BCQ and, where further documents are provided these shall be collated and assembled in the same order as that of the BCQ.

On completion of the BCQ, Bidders should ensure that:

* All applicable questions are completed;
* All documents requested are attached;
* Where additional sheets are used, they clearly identify the section and questions being answered;
* All submissions and documents are duly signed and dated by the authorised representative of the Bidder;
* All information is submitted within the stated deadline.

## assessment of bidder at interview

Bidders may, at the sole discretion of the Employer, be invited to attend for an interview to clarify any matters set out in the Bidder’s submission.

## language

The information requested in this BCQ should be provided in the language of the contract defined in the Appendix A of Book 1.

## currency

The currency of the contract shall be as stated in the Appendix A of Book 1. In all sections of this document, where monetary values are requested, the Bidder shall input all values in the currency.

# capacity Questionnaire

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Question** | | | | | | | | | | | |
| FORMAL REQUEST TO PARTICIPATE AND ELIGIBILITY CRITERIA | | | | | | | | | | | | |
| 2.1.1 | Does the Bidder satisfy the eligibility requirements contained in Section 1.1 and 2.12.1?  Yes  No | | | | | | | | | | | |
| 2.1.2 | If answered “No” to 2.1.1, provide details of eligibility requirements not satisfied. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| BIDDER COMPANY STRUCTURE | | | | | | | | | | | | |
| 2.2.1 | **State Bidder’s full legal name, address, and other information below:** | | | | | | | | | | | |
| Name: | | | | |  | | | | | | |
| Address: | | | | |  | | | | | | |
| Tel No: (Include Int’l Code) | | | | |  | | | | | | |
| Web site: | | | | |  | | | | | | |
| Primary Contact Name: | | | | |  | | | | | | |
| Primary Contact Title: | | | | |  | | | | | | |
| Primary Contact Email: | | | | |  | | | | | | |
| How many years has the Contractor been in business under its present name?  \_\_\_     \_\_\_ (Years) | | | | | | | | | | | |
| Type of Company: Private Limited Company, Public Limited Company, other:  \_\_\_     \_\_\_\_ | | | | | | | | | | | |
| If limited company, state amount: \_\_\_     \_\_ | | | | | | | | | | | |
| 2.2.2 | **Please state the following information below:** | | | | | | | | | | | |
| Company Registered/Number: | | | | |  | | | | | | |
| Registered Address: | | | | |  | | | | | | |
| Date of Incorporation: | | | | |  | | | | | | |
| Date of Establishment: | | | | |  | | | | | | |
| FINANCIAL AND ECONOMIC STANDING | | | | | | | | | | | | |
| 2.3.1 | Provide details of company turnover in each of the financial years ending 2017-2019 | | | | | | | | | | | |
| Year | | | Annual turnover **(Please specify the currency, USD or SDG)** | | | | | Turnover directly related to similar works **(Please specify the currency, USD or SDG)** | | | |
| 2019 | | |  | | | | |  | | | |
| 2018 | | |  | | | | |  | | | |
| 2017 | | |  | | | | |  | | | |
| Please submit full audited accounts for the Annual Turnover for each year. | | | | | | | | | | | |
| 2.3.2 | Has the Bidder submitted audited balance sheet pages and profit and loss accounts for the years specified in 2.3.1 above?  Yes  No | | | | | | | | | | | |
| 2.3.3 | State the Bidder’s current outstanding workload value: \_\_\_     \_\_\_ **(Please specify the currency, USD or SDG)** | | | | | | | | | | | |
| PERFORMANCE BONDS | | | | | | | | | | | | |
| 2.4.2 | How many bonds from projects on which the Bidder worked were invoked (called in) between 2015 and 2019? ***This means the client invoked the Bond due to non-performance.*** | | | | | | | | | | | |
| Year | | No. of bonds called in (and details) | | | | | | | | | |
| 2019 | |  | | | | | | | | | |
| 2018 | |  | | | | | | | | | |
| 2017 | |  | | | | | | | | | |
| 2016 | |  | | | | | | | | | |
| 2015 | |  | | | | | | | | | |
| If bonds have been called in, please give details in all the specified years. | | | | | | | | | | | |
| INSURANCE | | | | | | | | | | | | |
| 2.5.1 | Does the Bidder have the ability to procure, Public Liability Insurance and covering the Employer’s Liability Insurance and Contractors’’ Personnel for a value equal or greater than the total worth of this project?  Yes  No | | | | | | | | | | | |
| ACCREDITATIONS/AFFILIATIONS | | | | | | | | | | | | |
| 2.6.1 | Provide details of any national and international accreditation your company has from reputable national or international standard bodies. (Please attach copies of certificates as applicable.) Give details of any professional services bodies with which you are affiliated.  *Example: Registration with Sudanese Contractors Association or equivalent body* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| HUMAN RESOURCES | | | | | | | | | | | | |
| 2.7.1 | The Bidder should list below details of the firm's average number of people employed for the years 2017 to 2019 inclusive: | | | | | | | | | | | |
| **Year** | **Total** | | | **Technical (Office)** | | | **Supervisory (Site)** | | | **Labour (Site)** | **Other** |
| 2019 |  | | |  | | |  | | |  |  |
| 2018 |  | | |  | | |  | | |  |  |
| 2017 |  | | |  | | |  | | |  |  |
| 2.7.2 | Provide details of the Project Managers who are proposed to manage the projects (Civil engineer or Architect assigned full time on site) with **minimum - Bachelor’s degree with 12 years’ experience. (*Professional project management certificate, i.e. PMP, PRINCE2 etc.*)** | | | | | | | | | | | |
| Name: | | | | | | | | |  | | |
| Professional Qualification: | | | | | | | | |  | | |
| Postgraduate Experience:  \*\*\* A detailed CV is to be provided with the BCQ for the Project Manager | | | | | | | | | \_     \_\_\_ (Years) | | |
| 2.7.3 | Provide details of the Construction managers. who is proposed to lead the Construction works (civil engineer assigned full time on site) with **minimum - Bachelor’s degree with 10 years’ experience** | | | | | | | | | | | |
| Name: | | | | | | | | |  | | |
| Professional Qualification: | | | | | | | | |  | | |
| Postgraduate Experience:  \*\*\* Detailed CVs are to be provided. | | | | | | | | | \_     \_\_ (Years) | | |
| Provide details of the site Engineers who is proposed to supervise the works (civil engineers or qualified technicians assigned full time on site) with **minimum Bachelor’s degree with 7 years’ experience or Diploma with 10 years’ experience** | | | | | | | | | | | |
| Name: | | | | | | | | |  | | |
| Professional Qualification: | | | | | | | | |  | | |
| Postgraduate Experience:  \*\*\* Detailed CVs are to be provided. | | | | | | | | | \_     \_\_ (Years) | | |
| Provide details of site Forman who is proposed to supervise the works (qualified technician assigned full time on site) with **minimum 10 years’ experience** | | | | | | | | | | | |
| Name: | | | | | | | | |  | | |
| Professional Qualification: | | | | | | | | |  | | |
| Postgraduate Experience:  \*\*\* Detailed CVs are to be provided. | | | | | | | | | \_     \_\_ (Years) | | |
| 2.7.4 | Please provide an **organisation chart of the company’s staff**, inclusive of other CVs of the employees/workers that could be involved in WFP projects, and all proposed partners outside the parent company (if applicable). | | | | | | | | | | | |
| Technical Capability - QUALITY Assurance & CONTROL | | | | | | | | | | | | |
| 2.8.1 | Indicate with which recognised Quality Control Systems Standards the Bidder is registered: | | | | | | ISO9001  Other Standard  None | | | | | |
| If “Other Standard” is indicated, state which and give full details: | | | | | | | | | | | |
| 2.8.2 | Does the bidder have quality control procedures (quality assurance templates, test forms, sample forms, materials form, testing method, etc.…) in place for construction projects and extended to cover sub-contractors works?  Yes  No | | | | | | | | | | | |
| 2.8.3 | Please attach a complete Quality assurance programme as per the requirements in Book 3 | | | | | | | | | | | |
| TECHNICAL CAPABILITY – PROJECT HEALTH AND SAFETY | | | | | | | | | | | | |
| 2.9.1 | Does the Bidder have a Safety Management System certified by a recognised independent authority (e.g. OHSAS 18001 or equivalent)?  Yes  No  If yes, please provide a copy of the certificate. | | | | | | | | | | | |
| 2.9.2 | How does the Bidder take account of Health & Safety during the construction stage of project and extended to cover sub-contractors works? Please attach a complete Health and Safety plan as per the requirements in Book 3 | | | | | | | | | | | |
| TECHNICAL CAPABILITY – EXPERIENCE AND REFERENCES | | | | | | | | | | | | |
| 2.10.1 | Please fill out Annex I to the BCQ to provide information about **past major clientele and projects**. Include projects showing your construction experience. And attach completion certificates for the completed projects.  [Failure to fill out may lead to the Bidder being excluded from being considered] | | | | | | | | | | | |
| 2.10.2 | Please provide **contact details from previous clients (minimum 5) including contact names, phone numbers, emails and addresses.**   Attach the information in separate documents to this BCQ. By doing this, you provide your consent to contact them and verify your experience.  [Failure to provide details may lead to the Bidder being excluded from the tender process] | | | | | | | | | | | |
| 2.10.3 | Has the Bidder experience in the construction of civil works in **SUDAN**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.4 | Has the Bidder experience in **Reinforced and Plain Concrete works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.5 | Has the Bidder experience in **Masonry works,** including Load Bearing and (**Cavity Walls**)?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.6 | Has the Bidder experience in **Plaster, Painting and Tiling works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.7 | Has the Bidder experience in the fabrication, supply and installation of **Doors and Windows?**  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.8 | Has the Bidder experience in **Electrical and Mechanical works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.9 | Has the Bidder experience in **Plumbing and Sanitary works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.10 | Has the Bidder experience in **Structural Steel Works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.11 | Has the Bidder experience in **Roads and Bridges construction**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| 2.10.12 | Has the Bidder experience in **waterproofing and insulation works**?  Yes  No  If yes, please give details (Narrative description for similar projects, certificates & Photos): | | | | | | | | | | | |
| GROUNDS FOR AUTOMATIC EXCLUSION | | | | | | | | | | | | |
| 2.12.1 | Bidders are informed that they will be automatically excluded from the request to participate if any of the following conditions apply to them. These conditions apply to any Bidder who:   * Is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations; * Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration (or examiner ship) by the court or of an arrangement with creditors or of any similar proceedings under national laws or regulations? * Has been convicted of an offence concerning his professional conduct; * Has been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify; * Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the Contracting Authority; * Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country of the Contracting Authority; * Is guilty of serious misrepresentation in supplying or failing to supply the information required by the Contracting Authority; * Is being investigated by a UN or other International Agency with regards to its activities;   Are any of the above conditions applicable to the Bidder?  **Yes  No**  If “Yes” please give details below: | | | | | | | | | | | |
| CONFIRMATION AND ACKNOWLEDGEMENTS | | | | | | | | | | | | |
| 2.13.1 | When you have completed the Questionnaire, please ensure that:  1. You have completed all applicable questions.  2. You have attached all documents requested.  3. Where additional sheets are used, they clearly identify the section and questions being answered.  4. You have completed the Document check list – attachment A.  5. You have read and signed the section below.  **I certify that the information supplied is accurate to the best of my knowledge and I accept the conditions and undertakings requested in the Questionnaire. I understand and accept that false information will result in exclusion from the process.**  **THIS UNDERTAKING IS TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE BIDDER** | | | | | | | | | | | |
| Name of Bidder: | | | | |  | | | | | | |
| Signed on Behalf of Bidder: | | | | |  | | | | | | |
| Position/Status in Bidder Organisation: | | | | |  | | | | | | |
| Date: | | | | |  | | | | | | |

**Annex I of the BCQ**

**Details of Similar Projects (General Description)**

This page should be used to provide a general description of projects executed by the Bidder, listing from the most recent ones and mentioning at least five (5) projects. The Bidder shall include similar projects to the one required in this RFP document. The Bidder shall attach the completion certificates for all completed project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Project Name & Location** | **Client’s contact email/Phone** | **Project Value (construction)**  **(Please specify the currency, USD or SDG)** | **Details of the project**  **(Including size (m2), location, and number of constructed structures)** | **Services offered by the candidate in the project** | **Status**  **(Ongoing / year completed)** |
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**Note: By including Client’s contact details, you provide your consent to contact them and verify your experience in projects with similar characteristics as the one in this RFP [Failure to provide details may lead to the Bidder being excluded from the tender process]**

**If required, additional rows and/or pages can be included.**