



**INVITATION TO PRE-QUALIFY FOR
CONSTRUCTION OF THE MINISTRY OF FOREIGN AFFAIRS BUILDING – RAMALLAH**

REF: PQ-2010-001 - CIVIL/SKELETON & FINISHING WORKS

APRIL 2010

EMPLOYER:
UNITED NATIONS DEVELOPMENT PROGRAMME / PROGRAMME OF ASSISTANCE TO THE
PALESTINIAN PEOPLE (UNDP/PAPP)

DONOR:
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF CHINA

1. INTRODUCTION

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is soliciting expressions of interest and submission of prequalification data from experienced construction contractors for the construction of the **Ministry of Foreign Affairs – Ramallah**. Only pre-qualified contractors, who meet all prequalification criteria, will be allowed to participate in the bid.

2. PROJECT DESCRIPTION

The project aims at constructing, furnishing and equipping a new ten floors building of the Palestinian Ministry of Foreign Affairs (MoFA) in Ramallah City for around a total space of 9,800 meters square, housing some 600 MoFA staff. The works will incorporate performing all the civil, architectural activities and the necessary electro-mechanical works to render the new building operational and functional.

The Works mainly include the following activities:

A) Civil and architectural works:

- Excavation Works
- Concrete Works
- Steel Structure Works
- Stone Works
- Hollow Concrete Block
- Plastering
- Tiling, Flooring and Marble works
- Carpentry and Joinery Works
- Metal and Aluminum Works
- Painting Works
- Gypsum Board and False Ceiling
- Insulation, Roofing and Expansion and/or Seismic Joints

B) Mechanical works:

- Sanitary and Drainage Work
- Domestic Hot and Cold Water Works
- Fire Fighting Works
- HVAC Works

C) Electrical works:

- Earthing System
- Lightning System
- Distribution Boards
- Electrical power outlets and installations
- Lighting System
- Data Network System
- IP Telephony System
- UPS
- SMATV
- Fire Alarm System
- Access Control System
- Intercom System
- Project System
- IP Monitoring System
- Public Address System
- Digital Discussion System
- Generator Works
- Elevator

3. INTENT OF PRE-QUALIFICATION

The intent of this pre-qualification process is to select a short list of contractors which:

- Meet the eligibility and qualification requirements as stipulated herein;
- Have financial resources and overall financial capabilities to perform the work as described in the Project Description; and
- Have technical expertise, management and workload capacity to perform the work in a timely manner.

4. INSTRUCTIONS TO APPLICANTS

a. Eligibility:

The pre-qualification is open to national and international contractors. In the case of national contractors it is limited to contractors that are registered with the Ministry of Public Works and Housing/Palestinian Contractors Union and classified in Building category as **Grade 1A or 1B only**. International contractors must submit registration with their home country body where applicable.

b. Cost of preparing pre-qualification application:

Each Applicant will bear all costs and expenses associated with the preparation and submittal of the pre-qualification package, including the provision of any Supplemental Information that may be requested.

c. Application receiving/submission:

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

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

Jerusalem Office
4A Ya'kubi Street
East Jerusalem
Tel: +972-2-6268200
Contact: Procurement civil Engineer

Ramallah Office
Sateh Marhaba
Al Nakoureh Street, Al-Biereh
Tel: +972-2-2428040
Contact: Liaison Officer

One original copy of the Pre-qualification applications shall be submitted in a sealed envelope to the UNDP/PAPP office either in East Jerusalem or Ramallah, at either of the corresponding addresses shown above, **no later than 3:00 pm (Jerusalem local time) on 17th May 2010.**

The applications shall be addressed to:

"Mr. Khaled Shahwan - Deputy Special Representative (Operations)"

The outer envelope should be clearly marked as:

"PQ-2010-001: Construction of the Ministry of Foreign Affairs - Pre-qualification"

Faxes or electronic copies of the application will not be acceptable.

Applications should include all documents stated in Section 7 – Documents to be submitted. If complete forms and supporting documentation are not received, this may result in the application not being successful.

d. Language of the application:

All information shall be in the English language, and any information submitted in other languages will not be considered.

e. Data Verification :

UNDP/PAPP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP/PAPP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's

prequalification, rejecting an Applicant or rescinding an award of the Contract or terminating the Contract itself.

f. Clarification of Solicitation Documents

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

Contact person: Procurement Civil Engineer

Name of Office: UNDP/PAPP, Jerusalem

E-mail: proc9.papp@undp.org

Clarifications should not be requested and information will not be provided from any other source other than the stated above. Requests for clarifications must be sent **14 days prior the closing date** stated above (point c). Answers to any clarifications will be posted at the internet address stated in point (c) a maximum of 10 days prior to the closing of the date for pre-qualification submissions.

g. Confidentiality of information

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

5. CONTRACTOR'S ELIGIBILITY AND QUALIFICATIONS:

In order to prove eligibility & qualifications, contractors have to provide all requested supporting documents stated in Section 7 – Documents to be submitted

6. EVALUATION CRITERIA:

The Applicant will be evaluated based on the information provided in response to the pre-qualification. The Applicant must demonstrate that they have the financial strength, technical expertise, management capacity and workload capacity to perform the work in a timely manner. The following minimum criteria must be met in order to be considered to be pre-qualified:

- a. An average annual turnover equal to **US\$1,000,000**, over the last five years. Works must have been performed by the Applicant as the prime contractor to be eligible. The following formula will be utilized:

$$\text{Average annual turnover} = \frac{\text{Turnover - year1 (TOY1)} + \text{TOY2} + \text{TOY3} + \text{TOY4} + \text{TOY5}}{5}$$

- b. Independently audited financial accounts for the last two years must be submitted in English. UNDP/PAPP will check the financial accounts to calculate the Quick Ratio. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities. Bidders with financial accounts that show a quick ratio of less than one (1) will be disqualified.
- c. Minimum Working Capital and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than **US\$1,000,000**. This should be demonstrated through submission of a Bank Credit Letter (see attached sample Bank letter in Annex I)
- d. Experience as a prime contractor in the construction of at least three (3) projects of a nature and complexity equivalent to the subject Works over the last ten years. To comply with this requirement, works cited should be at least 70 percent complete. Certificates of Completion for the completed projects or employer/client progress reports for the ongoing ones shall be provided by the Applicant.
- e. Minimum required key personal proposed for the supervision and management of this project which should be provided for the contract duration are as follows:

- **Project Manager/Engineer**: Qualified Civil Engineer with a civil engineering degree and minimum of 7 years experience in works including similar scale projects. (full-time resident position)
- **Site Civil Engineer**: with Civil engineering degree and minimum of 5 years experience in works including similar scale projects. (Full-time resident position)
- **Quality Manager**: with first degree in Engineering and minimum 5 years of construction quality experience, including in at least two similar projects (part-time position).
- **Resident Construction Superintendent**: minimum 7 years experience as Resident Construction Superintendent on general construction projects and at least 3 years experience on large public building projects (full-time resident position).
- **Surveyor** : with minimum of 10 years of experience (part-time position):
- **Quantity Surveyor**: with minimum of 7 years of experience including large scale building projects (part-time position)

Curriculum Vitae of the proposed candidates should be submitted for each position listed above (one CV per position). CVs must be signed by the proposed candidate and include a separate statement signed by the candidate affirming that he/she is available and interested in the Project.

The numbers of years of experience are for guidance only and do not establish minimum requirements, but rather desirable criteria for these positions. The evaluation committee may consider the qualification of proposed staff not meeting the stated experience criteria if their background and other circumstances demonstrate that they have the technical and management capability to perform their duties for the proposed position.

- f. Information regarding any litigation, current or during the last seven years, in which the contractor was/is involved, the parties concerned, and the disputed amounts and awards thereof. A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

7. DOCUMENTS TO BE SUBMITTED:

- a. Company registration certificate to show company is a legal entity in which country
- b. Power of Attorney showing the party(ies) who have been legally appointed to act as representatives of the Contractor
- c. Registration certificate from Ministry of Public Works and Housing/Palestinian Contractors Union
- d. Audited financial reports for the most recent 2 years
- e. Bank Credit Letter(s)
- f. List & Value of contracts successfully completed by the Applicant as the prime contractor within the past 10 years, including contact details of clients
- g. CV's of listed personnel and statement of interest
- h. Litigation history for the past 3 years, to demonstrate that no significant litigation is ongoing that may affect the capacity of the Contractor

In case of Joint Venture submissions, the above listed documents should be provided by each partner of the Joint Venture.

This advertisement does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all submissions without incurring any obligation to inform the affected applicant/s of the acceptance/rejection grounds

Annex I:

Sample Bank Credit Letter

SAMPLE BANK CREDIT LETTER

Name of Bank: _____

Address: _____

Date: _____

Subject:

Dear Sirs,

This is to certify that Messrs. _____ (Co./JV Name) is one of our clients and is given the credit facilities in _____ (Must be a minimum of SIX digits in US dollars currency). The client has proved during his dealing with us that he is trustworthy and he has a good reputation.

Name and title of authorized bank signatory

(Bank stamp & Officer Signature)

Note: Bank credit letters should be on bank letterhead