

**Deutsche Gesellschaft Fur
Internationale Zusammenarbeit (GIZ) GmbH**
German Development Cooperation Office (GDCO)



CONSTRUCTION OF GDCO COMPOUND FENCE

Project No. 94.9064.0-001.00
PROJECT NAME: GIZ Office Addis Ababa
REFERENCE NO. 83191858

**BIDDING DOCUMENTS
VOLUME II**

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Section XII Qualification Questionnaire

Addis Ababa

Section XII. Qualification Questionnaire

This Section contains all the factors, methods and criteria that the Employer shall use to evaluate Qualifications. The information to be provided in relation to each factor and the definitions of the corresponding terms are included in the respective Qualification Forms.

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Section XII: Qualification Questionnaire

Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Party	One Party	
1. General Qualification							
1.1	Legal Status	<p>Copies of original documents defining the constitution or legal status, place of registration and principal place of businesses; written power of attorney of the signatory of the Bid to commit the bidder;</p> <ul style="list-style-type: none"> ▪ In the case of Ethiopian Bidders only, its certification of registration from Ministry of Works and Urban Development with category GC-V or BC-V or above renewed for at least 2006 EFY and other appropriate documentary evidence which shall include: <ol style="list-style-type: none"> I. Its trading license renewed at lease for 2006 EFY; and II. Its tax clearance certificate valid at bidding that states the bidder can participate in public 	Must meet requirement	N / A	Must meet requirement	N / A	Forms-QUA.- 1.1(a), 1.1(b) and 1.2 with attachments.

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Qualification Criteria			Compliance Requirements			Documentation									
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements								
				All Parties Combined	Each Party	One Party									
		tender during the bid submission date in line with “bid documents” and VAT registration certificate.													
1.2	Major Equipment	<p>The contractor should own, or have assured access to (through hire, lease, purchase agreement, or other means) list of equipment in full working order the following essential major equipment sufficient for the execution of the Contract.</p> <p><u>Equipment, Type & capacity</u> <u>Min. required</u></p> <table border="1"> <tr> <td>Equipment Type & Capacity</td> <td>Min. Req No.</td> </tr> <tr> <td>Dump Trucks 16m3</td> <td>1</td> </tr> <tr> <td>Concrete Mixers 300-750Lt</td> <td>1</td> </tr> <tr> <td>Vibrator</td> <td>2</td> </tr> </table> <p>Note: The equipment here are indicative and for evaluation</p>	Equipment Type & Capacity	Min. Req No.	Dump Trucks 16m3	1	Concrete Mixers 300-750Lt	1	Vibrator	2	Has to meet requirement	Have to meet requirement	N / A	N / A	Forms-QUA.- 1.3 List of Major Equipment
Equipment Type & Capacity	Min. Req No.														
Dump Trucks 16m3	1														
Concrete Mixers 300-750Lt	1														
Vibrator	2														

Section XII: Qualification Questionnaire

Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Party	One Party	
		purpose. Selected Bidder shall deploy sufficient equipment as required for proper execution of the contract.					
1.3	Key personnel	<p>The qualifications and experience of key technical and supervising staff proposed for the execution of the Contract, both on and off site; with the following minimum requirements</p> <ul style="list-style-type: none"> • Project Manager • Project Engineer • Construction Supervisor (Form man) <p>The requirement for qualification and experience of key personnel are indicated in table 1 below.</p>	Has to meet requirement	Have to meet requirement	N / A	N / A	Forms-QUA.- 1.4 Organizational Chart of Management Staff
1.5	Proposal of work methods and programs	Proposal of work methods and program (your technical proposal should at least have these details), in sufficient detail to demonstrate the adequacy of the bidder's proposals to meet the technical	Has to include information.	Has to include information.	N / A	N / A	Forms-QUA.- 1.5 (a) & (b) Proposed Construction Schedules & Methodology

Section XII: Qualification Questionnaire

Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Party	One Party	
		specifications with in the completion period.					
3. Financial Situation							
3.1	a) Historical Financial Performance	Submission of audited balance sheets for the last Two(2) years or for all years since establishment if the firm is established less than 2 years ago from bid submission to demonstrate the current soundness of the Bidders financial position and its prospective long term profitability,	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN - 3.1(a) with attachments
	b) Current Contract Commitments	i.) Bidders and each partner to a joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for	Must meet requirement	N / A	Must meet requirement	N / A	Form FIN - 3.1(b)(i)

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Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Party	One Party	
		contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.	Must meet requirement	Must meet requirement	N / A	N / A	Form FIN - 3.1 (b) (ii)
3.2	Annual Construction Turnover	Peak annual construction turnover completed within the last Two (2) years or since establishment for bidders who are established recently less than 2 years.	Must meet requirement	Must meet requirement	N / A	N / A	Form FIN - 3.2
4. Experience							
4.1	General Construction Experience	Experience under any construction contracts in the role of contractor, subcontractor or management contractor for at least one (1) Years prior to the bid submission deadline.	Must meet requirement	Must meet requirement	N / A	N / A	Form EXP-4.1
5. Site Visit							
5.1	Declaration of Site Visit and Understanding of the Work	The bidder is advised to visit the site of works and fill in the site visit form.	Optional	Optional	N / A	N / A	Form DSV - 5.1

Table 1: Requirement for Qualification and Experience of Key Personnel

No.	Position	Total Experience (Years)	In Similar Works (Year)	Total Exp. for Proposed Position	Qualification
1	Project Manager	4	2	3	B.Sc degree in Civil Engineering
2	Site Engineer	2	2	2	B.Sc degree in Civil Engineering
3	Construction Manager (Forman)	6	5	1	-

Section XII. Qualification Forms

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Qualification Submission Sheet

Date: _____
Identification No.: _____

To: _____

We, the undersigned, apply to be qualified for the **CONSTRUCTION OF GERMAN DEVELOPMENT COOPERATION OFFICE (GDCO) COMPUND FENCE** declare that:

(a) we, including any subcontractors or suppliers for any part of the contract subject to this qualification do not have any conflict of interest, in accordance with ITB Sub-Clause 3.2 of the Bidding document

(b) we, in accordance with, Section XII, Qualification Criteria, Sub-Factor 1.4(a) plan to subcontract the following elements of the works:

(c) we, in accordance with, Section II, Qualification Criteria, Sub-Factor 1.4.(b) plan to subcontract the following key activities and/or parts of the works:

(d) We agree to abide by this bid until the date 30 days from the date of bid submission specified in the Bidding Data and it shall remain binding upon us and may be accepted at any time before that date.

Signed _____

Name _____ In the Capacity of

Duly authorized to sign the Qualification for and on behalf of:

Bidder's Legal Name

Address: _____

Dated on _____ day of _____, _____.

Form QUA – 1.1(a)

Bidder Information Sheet

Date: _____

Identification No.: _____

Page _____ of _____ pages

Bidder's legal name
In case of JV, legal name of each party:
Bidder's country of constitution:
Bidder's year of constitution:
Bidder's Legal Address in country of constitution:
Bidder's authorized representative information Name: Capacity: Address: Telephone: Fax numbers: E-mail address:
Attached are copies of original documents of: <input type="checkbox"/> 1. In case of single entity, articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with Section XII, Qualification Criteria, 1.1 <input type="checkbox"/> 2. In case of JV, letter of intent to form JV or JV agreement, in accordance with Section XII, Qualification Criteria, 1.1

Form QUA – 1.1(b)
POWER OF ATTORNEY

Principal ----- [Full name & position]
Address _____
(Hereinafter named as "the principal")

Agent ^[1] ----- [Full name & position]
Address _____
(Hereinafter named as "the Agent")
Specimen of signature / initial _____

1. I, the undersigned principal, in my capacity as a _____⁽²⁾ of [Name of the Company] by the power conferred to me in the _____⁽³⁾ hereby delegate fully and without any restriction whatsoever to the Agent whose full details appeared above, to sign on the bid/ proposal to be submitted to the German Development Cooperation Office (GDCO) in relation to [Name of the project] in my name and on behalf of [Name of the company].
2. The Agent may not delegate this authority to any third person without prior consent of the principal which should be in writing and be communicated to the German Development Cooperation Office (GDCO).
3. This power of Attorney is made pursuant to Article 2199 of the Ethiopian Civil Code and shall be effective as of [date of signature].

Name & title of the Principal
[Signature & Stamp]

^[1] If the Agent is the General Manager (GM) or Managing Director (MD) of the company and if there is no person of higher authority other than him/her, then attach the Memorandum of Association/Article of Association of the company/ business license to your application which empowers the person to sign on the application for prequalification + bid.

^[2] General Manager/ Chairman of Board of Directors/ etc who is empowered to give such delegation.

^[3] Article(s)-of the Memorandum of Association/Article(s)-of the Association/Minutes of Board of Directors Meeting dated _____ reference No _____/etc. (should be attached with this Power of Attorney)

Form QUA – 1.2

**Bidder Information Sheet
for each JV Party/Subcontractor as per Section XII Qualification Criteria
1.4(b)**

Date: _____
 Identification No.: _____
 Page _____ of _____ pages

Bidder's legal name:
JV's party/Subcontractor's legal name:
JV's party/Subcontractor's country of constitution:
JV's party/Subcontractor's year of constitution:
JV's party/Subcontractor's legal address in country of constitution:
JV's party authorized representative information Name: Capacity: Address: Telephone: Fax numbers: E-mail address:
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with Section XII, Qualification Criteria, 1.1

Form QUA-1.3

List of Major Equipment

Bidder's Legal Name: _____ Date: _____

JV Party Legal Name: _____ Identification No.: _____

Subcontractor's Legal Name (as per Section XII, Qualification Criteria 1.4(b)): _____

Page _____ of _____ pages

- A.** The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for each and every item of equipment the Bidder considers necessary to successfully complete the Works within the Time for Construction. A separate Form shall be prepared for each item of equipment listed.

Item of equipment							
Equipment information	1. Name of manufacturer			2. Model and power rating			
	3. Capacity			4. Year of manufacture			
Current Status	5. Current location						
	6. Details of current commitments						
Source	7. Indicate source of the equipment						
	Owned:		Rented:		Leased:		Specially manufactured:

- B.** The following information may be omitted only in respect of equipment owned by the Bidder or partner:

Owner	8. Name of owner						
	9. Address of owner						
	10. Telephone				11. Contact name and title		
	12. Fax				13. Telex		
Agreements	14. Details of rental / lease / manufacture agreements specific to the project:						

Form QUA-1.4

Organization Chart of Management Staff.

Bidder's Legal Name: _____ Date: _____

JV Party Legal Name: _____

Identification No.: _____

Subcontractor's Legal Name as per Section XII, Qualification Criteria Sub
factor 1.4(b): _____

Page _____ of _____ pages

Bidders shall provide the following:

1. An organization chart for Head Office staff who would be directly concerned with the Contract.
2. An organization chart for Site management and key technical supervisory staff.
3. A schedule of all proposed Site management and key technical supervisory staff, corresponding to item 2. above, in the following format:

Name and Nationality	Qualifications (See note 1)	Proposed Position & Responsibility	Years of Experience at this Position/ Level	Years of Experience in works of comparable nature and complexity (See note 2)

Note 1: The ability including evidence to speak the Contract language English should be stated, as well as academic and technical qualifications.

Note 2: This must clearly state periods during which the nominee has been involved in works which directly fit them for the position proposed. (e.g. for an Asphalt Pavement Engineer relevant work should directly involve construction of asphaltic mixtures.)

Form QUA-1.5(b)

Proposed Construction Methodology

Bidder's Legal Name: _____ Date: _____

Identification No.: _____ Page _____ of _____ pages

The Bidder shall submit a narrative outlining his intended methods for undertaking the Works. This narrative should include, but not be limited to, details of the following:

- i) The methods to be used in procuring the necessary resources, their transportation to the Site and their installation;
- ii) Methods to be employed in constructing the Works, including specific details pattern of the laying of stones and concrete work, Dismantling the existing steel fence structure and Capping stone and installing again on top of the newly build fence
- iii) Proposals for sources of construction materials, including masonry, and detailed proposals for the sourcing, winning and processing of naturally occurring materials (e.g. borrows and quarries);
- v) Measures envisaged to avoid or to minimize negative consequences and environmental pollution resulting from the execution of the Contract, the avoidance of pollution, the disposal of all wastes, spilled bituminous materials or any other noxious substances, arising from the contract.

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Form CON – 2

Historical Contract Non-Performance and Pending Litigation

Bidder's Legal Name: _____ Date: _____

JV Party Legal Name: _____

Identification No.: _____

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Non-Performing Contracts in accordance with Section XII, Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.1 of Section XII, Qualification Criteria			
Pending Litigation, in accordance with Section XII, Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.2 of Section XII, Qualification Criteria			
<input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.2 of Section XII, Qualification Criteria, as indicated below			
Year	Outcome as Percent of Net worth	Contract Identification	Total Contract Amount (ETB)
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____

Form FIN – 3.1(a) (i)**Financial Situation**

Bidder's Legal Name: _____ Date: _____

JV Party Legal Name: _____

Identification No.: _____

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To be completed by the Bidder and, if JV, by each party

Financial information in ETB	Historic information for previous five (5) years					
	2002	2003	2004	2005	2006	2002 (Provisional/Actual)
Information from Balance Sheet						
Total Assets (TA)						
Total Liabilities (TL)						
Net Worth (NW)						
Current Assets (CA)						
Current Liabilities (CL)						
Information from Income Statement						
Total Revenue (TR)						
Profits Before Taxes (PBT)						

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:
- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister, subsidiary or parent companies
 - b) Historic financial statements must be audited by a certified accountant
 - c) Historic financial statements must be complete, including all notes to the financial statements

Section XII: Qualification Questionnaire

- d) Historic financial statements must correspond to accounting periods already completed and audited (statements for partial periods shall not be accepted)

Section XII: Qualification Questionnaire

Form FIN – 3.1(b) (i)**Financial Situation****Summary Sheet: Current Contract Commitments / Works in Progress**

Bidder's Legal Name: _____ Date: _____

JV Party Legal Name: _____

Identification No.: _____

Page _____ of _____

pages

To be completed by the Bidder and, if JV, by each party

Name of contract	Employer, contact address/te l/fax	Value of outstanding work (ETB)	Commencement date	Original completion date (if not yet completed as originally scheduled)	Estimated Completion date	Remaining Period to completion (months)	Average monthly invoicing over last six months (ETB/month)
1.							
2.							
3.							
4.							
5.							
etc.							

N.B Information related to value of outstanding work with regard to each project above shall be accompanied by confirmation of the respective Supervising Engineers of the projects.

Section XII: Qualification Questionnaire

**Form FIN – 3.2
Annual Construction Turnover**

Bidder's Legal Name: _____

Date:

JV Party Legal Name: _____

Identification No.: _____

Page _____ of _____ pages

Year	Amount in ETB *
2005	
2006	

*Should be supported by Audit Report.