



Prequalification Document For Works contracts



Standard Procurement Document

Summary

Prequalification Document: Procurement of Works

PART1 - Scope of Works

Description of the Works

This section describes the scopes of the works that the prequalification procedures are taking place for.

PART 2 - PREQUALIFICATION PROCEDURES

Section I - Instructions to Applicants (ITA)

This section provides information to help the Applicants in preparing and submitting their Applications for Prequalification (“Applications”). Information is also provided on opening and evaluation of Applications.

Section II - Qualification Requirements

This section specifies the requirements to be used to determine how Applicants shall be prequalified and later invited to bid.

Section III - Application Forms

This section includes the Application Submission Letter and other forms required to be submitted with the Application.



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Scope of Works

Scope of Works



PART 1 - Scope of works

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Description of the Works

I. Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been actively involved in the upgrading of informal settlements in the Greater Cairo Region (GCR) since 1998. All of these projects were implemented on behalf of the Federal German Ministry of Economic Cooperation and Development (BMZ).

Since 2012 the European Union (EU) has been co-financing the German Technical Cooperation activities in the field of urban development in Egypt with significant funding.

The current project, the Participatory Infrastructure Project (PIP), is an Egyptian-German development measure implemented in cooperation between the Egyptian Ministry of Housing, Utilities and Urban Communities (MoHUUC) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). The PIP extends over an implementation period from April 2017 until October 2020. It is funded and supported by the Federal German Ministry of Economic Cooperation and Development (BMZ), the European Union (EU) and the Egyptian partners.

II. Sector Overview

Cities in Egypt are subject to rapid growth, as the urbanisation process in the country continues. The dominating category of urban expansion in GCR is informal settlements. The majority of the 20 million inhabitants in and around the Egyptian capital lives in such areas and their share is further increasing. On the national level the ratio of informal dwellers is estimated at about 40 percent. Since the 'Arab Spring' of 2011, statistics show a peak in informal building activity.

The residents of informal areas often suffer from a lack of access to some of the basic social services, adequate quality of drinking water, sewage systems, waste disposal and proper physical, social and economic integration into the urban context. The lack of open spaces and poor technical infrastructure are also drivers of environmental degradation in such densely populated areas. Residents are often exposed to environmental stress such as pollution, miasma and aggravated heat.

The low rents of informal areas attract the poorest segments of Egypt's urban and rural population and their educational level, as well as economic standards are below the national average. The insufficient provision of public infrastructure has in turn negative implications on the economic activity in the areas: The poor provision of municipal utilities, missing pavement of streets and pedestrian connections jointly contribute to the impediments for business development. Consequently, opportunities for income and training are missing where they are mostly needed.

The Government of Egypt has committed to improve the living conditions of informal



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Scope of Works

settlements by virtue of the 2014 Constitution, however, a comprehensive approach to deal with the mass phenomenon of informality is still missing.

Measures to improve living conditions in informal urban areas have so far been mostly planned and implemented from the viewpoint of respective sector administrations, instead of embedding them into a holistic strategically oriented development approach (integrated approaches). And civil society engagement and individual responsibility to maintain public spaces in urban areas is rarely evolving.

III. Project Partners:

The main political partner of the action is the Ministry of Housing, Utilities and Urban Communities (MoHUUC), which holds the mandate for the development of informal areas.

The following non-exhaustive list provides an overview of further stakeholders that are expected to play a role in this project:

Communities in Informal Settlements

- Residents
- Community representatives
- CSOs / NGOs

Government Stakeholders

- Ministry of International Cooperation (MoIC)
- Ministry of Social Solidarity (MoSS)
- Informal Settlements Development Fund (ISDF)
- Governorates and Districts of GCR responsible for targeted areas
- Urban Upgrading Units (UUUs)
- General Organization of Physical Planning (GOPP)

Others

- Housing and Building Research Centre (HBRC) and other training institutes
- General Authority for Educational Buildings (GAEB)
- Line Ministries for Education and Health
- Beautification Authority (for green areas and open spaces)
- Holding Companies (water and sanitation network)
- UN-Habitat
- Private contractors and consultants
- National and international NGOs



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Scope of Works

Beneficiaries

The main group of target beneficiaries are the urban poor living in informal settlements in nine selected areas of Greater Cairo Region. Especially the promotion of women and youth in these areas will be addressed to remedy some of the disadvantages that these groups of the poor urban population are exposed to. The total population of the nine target areas is estimated to amount to 2 million.

Further target groups of the action are managers and technical staff of Ministries relevant for informal area upgrading (in particular MoHUUC), as well as Governorate and District staff from the administrative units of the Greater Cairo Region. Civil society organisations (CSOs) are important cooperation partners on both national and local level that play a key role to support efficient implementation of the action's measures. The cooperation with CSOs shall also be further facilitated through cooperation with the private sector in the context of Corporate Social Responsibility (CSR) measures.



Site and Other Data

IV. Projects' location and information

The overall objective of the Participatory Infrastructure Project (PIP) is to contribute to the local socio-economic development in the informal areas of the GCR by enhancing the delivery of basic services.

Geographically, PIP targets nine informal settlements in Greater Cairo and their nearby surroundings as follows:

- Ezbet El Nasr, Ain Shams and Matariya (Cairo)
- Masaken Geziret El Dahab, Warraq and Boulaq El Dakrou (Giza)
- Shubra El Kheima, Qalyub and Khosoos (Qalyubeya)

Serving an estimated total population of two million residents.

V. Projects' sectors

PIP will focus on infrastructure benefiting the poor population of the informal areas and will be conducted in collaboration with the local authorities (including holding companies when necessary) and the communities of informal area residents. In order to have a lasting effect on the service provision in informal areas, the action will also support the political partner in developing a strategic and participatory approach to informal settlement upgrading.

The projects will be implemented in the following sectors:

- Basic health infrastructure (renovation works and / or new buildings)
- School infrastructure (renovation works and / or new buildings)
- Youth centers (renovation works and / or new buildings)
- Mobility - Road paving and street lighting
- Water and wastewater networks (Rehabilitation and installation)
- Landscape works

Applicants that have been prequalified or conditionally prequalified, will get the chance to submit bids for projects in the above sectors that will be confirmed.



Implemented by
giz
Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



Prequalification Document Works

Procurement of:

[Implementing infrastructure projects in 9 informal areas]

Invitation for Prequalification No.: 2

Project: Participatory Infrastructure Project (PIP)

Employer: GIZ

Country: Egypt

Issued on: 03-07-2019

(This Prequalification Document is being used as part of an expression of interest process)



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Prequalification Procedures



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Section I - Instructions to Applicants

A. General

Eligible Applicants

- 1.1 A firm may apply for prequalification both individually or participate as a subcontractor. However, a firm may participate as a subcontractor in more than one Bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.
- 1.2 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant from that particular circle of affiliated firms will be allowed to bid for the same contract. All Bids submitted in violation of this procedure will be rejected.
- 1.3 Applicants that are likely to have a conflict of interest will be excluded. The following situations are considered as conflict of interest: If they, or any of their affiliates participated as a consultant in the preparation of the design or technical specifications (which is prepared by an International Consultant hired by GIZ or any of their affiliated local consultants) or have been hired or proposed to be hired by GIZ or the EU as Engineer for contract implementation of the Works that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of GIZ or the International Consultant hired by GIZ or any of their affiliated local consultants (or of the political partners) who: (i) are directly or indirectly involved in the preparation of the prequalification Document or Request for Bids (RFB) Document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract.
- 1.4 Applicants must be registered and operating in Egypt.
- 1.5 All firms have the right to apply for this round unless they have been informed that they were qualified for the first round which was advertised on 31/8/2018

2 Cost of Applications

- 2.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. GIZ will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

3. Language of Application

- 3.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and GIZ, shall be written in English or



Section I - Instructions to Applicants (ITA)

Arabic). Supporting documents and printed literature that are part of the Application may be in English or Arabic. A translation might be requested in case of submittal in Arabic.

4 Documents establishing the eligibility of the Applicant

- 4.1 Fill in all forms enclosed in Section III and submit all the supporting documents required.

5 Signing of the Application and number of copies

- 5.1 The Applicant should submit one copy of the required documents and one original of each attached template, and have each page signed.

B. Submission of Applications

6 Sealing and marking of Applications

- 6.1 The Applicant shall enclose the original Application and supporting documents in a sealed envelope that shall bear the sentence “Prequalification of bidders”, the name and address of the Applicant, and the name of the Project “Participatory Infrastructure Project” and send it to the below address:

Participatory Infrastructure Project (PIP) Office, 1 El Saleh Ayoub St., Zamalek, 3rd Floor Cairo, Egypt

- 6.2 GIZ will not accept any responsibility for not processing an envelope that was not identifiable due to a violation of aforementioned requirements.

7 Deadline for submission of Applications

- 7.1 Deadline for submission of applications is **3 weeks** from the announcement of prequalification; **Sunday 04/08/2019 at 4:00 pm.**

8 Late Applications

- 8.1 GIZ reserves the right to accept applications received after the deadline for submission of applications.

9 Opening of Applications

- 9.1 GIZ shall open all Applications one working day after the deadline for applications specified in ITA 7.1, and will get back to Applicants after opening and reviewing all documents with results of the prequalification process.



C. Procedures for Evaluation of Applications

10. Confidentiality

10.1 The evaluation of Applications and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants.

11 Clarification of Applications

11.1 To assist in the evaluation of Applications, GIZ reserves the right to contact applicants bilaterally for further information.

12 Employer's right to accept or reject Applications

12.1 GIZ reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

13 Notification of Prequalification

13.1 GIZ will notify all prequalified Applicants in writing individually if they have been prequalified or conditionally prequalified, as well as the Applicants who have been disqualified.

13.2 Applicants that have not been prequalified may apply again in the second round of prequalification.

14 Changes in qualifications of Applicants

14.1 Any change in the structure or formation of an Applicant after being prequalified must be communicated to GIZ.

GIZ reserves the right to revoke the prequalified status of a firm

- If major negative changes occur to structure or formation in comparison to the status at the time of the prequalification procedure or
- In case a firm violates its aforementioned obligation to inform GIZ about changes in its structure or formation.

14.2 Every contractor has the right to apply for this second round (EoI) unless they have been officially informed that they were accepted for the first round (EoI) which was advertised on 31/8/2018



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Section II - Qualification Requirements

Section II - Qualification Requirements

This section contains all the requirements that the Applicants **MUST** provide for the employer to qualify their Applications.

The following documents must be provided by the Applicant in a closed Envelope clearly bearing the information enclosed in ITA 6.1.

The envelope should contain 4 files as follows;

- 1- File number 1 should contain the application forms and other filled forms.
- 2- File number 2 should contain the required documents in the same order as they are mentioned.
- 3- File number 3 should contain any documents that prove the applicant's experience such as certificate of completion, copy of contract, certificate of initial or final handing over.
- 4- File number 4 should contain any other relevant documents the applicant wishes to submit.

Required documents:

1. A copy of the Applicant's registration papers in the Egyptian Federation for Construction & Building Contractors
2. A copy of the Applicant's tax ID
3. A copy of the Applicant's registration in VAT Tax
4. A copy of the Applicant's commercial registration form
5. Audited and approved copy of the financial statements for the past 3 years by a certified legal accountant
6. Cash flow statements for the company for the past 3 years
7. A copy of the applicant's organizational chart
8. A copy of the company's quality and safety plan

The following Forms **MUST be filled and submitted with the copies of the required documents above:**

1. Application Submission Letter
2. Form 1 - Applicant Information Form
3. Form 2 - List of equipment owned by the Applicant:
4. Form 3 - List of permanent employees
5. Form 4.1 - Financial Situation and Performance
6. Form 4.2 - Average Annual Turnover
7. Form 5.1 - General Construction Experience
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Section III - Application Forms

Section III - Application Forms

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Section III - Application Forms

Application Submission Letter

Date: *[insert day, month, and year]*

RFB No.: 2

To: *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the referenced RFB and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Prequalification Document.
- (b) **No conflict of interest:** We have no conflict of Interest in accordance with ITA 1.3;
- (c) **Eligibility:** We (and our subcontractors) meet the eligibility requirements as stated ITA 1.;
- (d) **Not bound to accept:** We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Bid for the contract subject of this Prequalification process, without incurring any liability to the Applicants.
- (e) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.



III

Section III - Application Forms

Signature(s) of an authorized representative(s) of the Applicant Company:

Full name of the person signing the Application:

Position of person signing the Application within the applying company:

Duly authorized to sign the Application on behalf of the Applicant:

Name of Applicant Company:

Address [insert street number/town or city/country address]:

Dated on/...../.....

**Section III - Application Forms**

Form 1 Applicant Information Form

Date:/...../.....
RFB No.: 2

Applicant's name <i>[insert full name]</i> :
Applicant's actual year of establishment:
Applicant's legal address:
Applicant's authorized representative information Name <i>[insert full name]</i> : Address: Telephone/Fax numbers <i>[insert telephone/fax numbers]</i> : E-mail address:
Main working sectors (Only pick sectors reflected in Forms 5.1 or 5.2): <input type="checkbox"/> Building / Renovation of health centers <input type="checkbox"/> Building / Renovation of schools <input type="checkbox"/> Building / Renovation of youth centers <input type="checkbox"/> Street paving <input type="checkbox"/> Water / Wastewater network implementation/rehabilitation <input type="checkbox"/> Landscape works <input type="checkbox"/> Street lighting
Applicant's main working target governorates: <input type="checkbox"/> Cairo <input type="checkbox"/> Giza <input type="checkbox"/> Qalyubeya



V

Section III - Application Forms

Form 2
List of equipment owned by the Applicant

No.	Equipment description	Model	Date of Manufacturing	Condition (E) excellent (G) good (S) satisfactory	Quantity
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					



Section III - Application Forms

Form 3
List of permanent employees by the Applicant

Serial.	Job Title	Specialization	Years of experience	Number of Employees
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				



Section III - Application Forms

Form 4.1

Financial Situation and Performance

Applicant's Name:

Date:/...../.....

RFB No.:2

1. Financial data

Type of Financial information in Egyptian Pounds (EGP)	Historic information for previous 3 years, (amount in EGP)		
	Year 1	Year 2	Year 3
Statement of Financial Position (Information from Balance Sheet)			
Total Assets (TA)			
Total Liabilities (TL)			
Total Equity/Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital (WC)			
Information from Income Statement			
Total Revenue (TR)			
Profits Before Taxes (PBT)			
Cash Flow Information			
Cash Flow from Operating Activities			



Section III - Application Forms

Form 4.2

Average Annual Construction Turnover

Applicant's Name:

Date:/...../.....

RFB No.: 2

Annual turnover data for the past 3 years (construction only)	
Year	Amount in Egyptian Pounds (EGP)
2016	
2017	
2018	
Average Annual Construction Turnover	



Section III - Application Forms

Form 5.1

General Construction Experience

Applicant's Name:
Date:/...../.....
RFB No.:2

[Identify contracts that demonstrate continuous construction work over the past 3 years. List contracts chronologically, according to their starting dates.]

It is preferable to attach a file including a copy of the supporting documents for the projects implemented to the submitted documents

Starting Year	Ending Year	Contract Identification
		<p>Contract name <i>[insert full name]:</i></p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]:</i> Name of Employer <i>[indicate full name] :</i> Address:</p>
		<p>Contract name <i>[insert full name]:</i></p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]:</i> Name of Employer: <i>[indicate full name] :</i> Address:</p>



Section III - Application Forms

		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>: Name of Employer: <i>[indicate full name]</i> : Address:</p>
		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>: Name of Employer: <i>[indicate full name]</i> : Address:</p>
		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>: Name of Employer: <i>[indicate full name]</i> : Address:</p>



Section III - Application Forms

		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>:</p> <p>Name of Employer: <i>[indicate full name]</i> :</p> <p>Address:</p>
		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>:</p> <p>Name of Employer: <i>[indicate full name]</i> :</p> <p>Address:</p>
		<p>Contract name <i>[insert full name]</i>:</p> <p>Brief Description of the Works performed by the Applicant:</p> <p>Amount of contract <i>[insert amount in EGP]</i>:</p> <p>Name of Employer: <i>[indicate full name]</i> :</p> <p>Address:</p>



Section III - Application Forms

Form 5.2

Specific Construction and Similar Experience

[The following table shall be filled in with data of specific contracts performed by the Applicant that are similar to the business sectors described in section 3 Form 1]

Applicant's Name:
 Date:/...../.....
 RFB No.:2

Similar Contract No.1	Information	
<i>Project Sector(s) [paving, lighting, renovation of schools,etc]</i>		
<i>Contract Identification [insert contract name and number, if applicable]</i>		
<i>Award date [insert day, month, year, e.g., 10 June 2016]</i>		
<i>End date [insert day, month, year]</i>		
<i>Total Contract Amount [insert total contract amount in EGP]</i>		
<i>If a sub-contractor, specify share in value in total Contract amount and roles and responsibilities</i>	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in Egyptian Pounds (EGP)]</i>
	<i>[insert roles and responsibilities]</i>	
<i>Employer's Name:</i>		
<i>Address:</i> <i>Telephone/fax number:</i>		



Section III - Application Forms

E-mail:	
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Similar Contract No.2	Information	
<i>Project Sector(s) [paving, lighting, renovation of schools,etc]</i>		
<i>Contract Identification [insert contract name and number, if applicable]</i>		
<i>Award date [insert day, month, year, e.g., 10 June 2016]</i>		
<i>End date [insert day, month, year]</i>		
<i>Total Contract Amount [insert total contract amount in local currency]</i>		
<i>If a sub-contractor, specify share in value in total Contract amount and roles and responsibilities</i>	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in Egyptian Pounds (EGP)]</i>
	<i>[insert roles and responsibilities]</i>	
Employer's Name:		
Address:		
Telephone/fax number:		
E-mail:		



Section III - Application Forms

Similar Contract No.3	Information	
<i>Project Sector(s) [paving, lighting, renovation of schools,etc]</i>		
<i>Contract Identification [insert contract name and number, if applicable]</i>		
<i>Award date [insert day, month, year, e.g., 10 June 2016]</i>		
<i>End date [insert day, month, year]</i>		
<i>Total Contract Amount [insert total contract amount in local currency]</i>		
<i>If a sub-contractor, specify share in value in total Contract amount and roles and responsibilities</i>	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in Egyptian Pounds (EGP)]</i>
	<i>[insert roles and responsibilities]</i>	
<i>Employer's Name:</i>		
<i>Address:</i> <i>Telephone/fax number:</i> <i>E-mail:</i>		



Section III - Application Forms

Similar Contract No.4	Information	
<i>Project Sector(s) [paving, lighting, renovation of schools,etc]</i>		
<i>Contract Identification [insert contract name and number, if applicable]</i>		
<i>Award date [insert day, month, year, e.g., 10 June 2016]</i>		
<i>End date [insert day, month, year]</i>		
Total Contract Amount <i>[insert total contract amount in local currency]</i>		
If a sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in Egyptian Pounds (EGP)]</i>
	<i>[insert roles and responsibilities]</i>	
Employer's Name:		
Address: Telephone/fax number: E-mail:		



Section III - Application Forms

Similar Contract No.5	Information	
<i>Project Sector(s) [paving, lighting, renovation of schools,etc]</i>		
<i>Contract Identification [insert contract name and number, if applicable]</i>		
<i>Award date [insert day, month, year, e.g., 10 June 2016]</i>		
<i>End date [insert day, month, year]</i>		
<i>Total Contract Amount [insert total contract amount in local currency]</i>		
<i>If a sub-contractor, specify share in value in total Contract amount and roles and responsibilities</i>	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in Egyptian Pounds (EGP)]</i>
	<i>[insert roles and responsibilities]</i>	
Employer's Name:		
Address: Telephone/fax number: E-mail:		