

*PREQUALIFICATION DOCUMENTS*

# **PLANT REFURBISHMENT PROJECT**

**Package ( 1 )**

**January 2012**

This request for Prequalification comprises the following documents:

- \* Request for Prequalification of Contractors
- \* Pre-qualification Questionnaire
- \* Pre-qualification Evaluation



## CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>PROJECT SUMMARY .....</b>	<b>3</b>
<b>3</b>	<b>ELIGIBLE APPLICANTS .....</b>	<b>3</b>
<b>4</b>	<b>PROJECT TIME FRAME .....</b>	<b>5</b>
<b>5</b>	<b>PREQUALIFICATION PROCESS .....</b>	<b>5</b>
<b>6</b>	<b>ANTI-CORRUPTION PROVISION.....</b>	<b>5</b>
<b>7</b>	<b>EXAMINATION &amp; SELECTION:.....</b>	<b>6</b>
7.1	EXAMINATION:.....	6
7.2	SELECTION:.....	6
<b>8</b>	<b>PREQUALIFICATION QUESTIONNAIRE .....</b>	<b>7</b>
8.1	STRUCTURE AND ORGANIZATION .....	8
8.2	ORGANIZATION CHART .....	9
8.3	FINANCIAL STATEMENTS.....	10
8.4	JOINT VENTURE/ CONSORTIUM .....	11
8.5	EXPERIENCE .....	13
8.6	PERSONNEL RESOURCES .....	16
8.7	APPLICANT'S EQUIPMENT AND FACILITIES:.....	17
8.8	SUBCONTRACTING INTENTION: .....	18
8.9	ADDITIONAL INFORMATION.....	19
<b>9</b>	<b>DECLARATION OF UNDERTAKING.....</b>	<b>21</b>



## 1 Introduction

ACPC invites competent contractors, joint ventures or consortiums to submit pre-qualification information for implementing the electromechanical and structural works of the project as described below. The submitted information will be used to determine a shortlist of prequalified tenderers who will be invited to tender for the works.

## 2 Project Summary

### **Buildings rehabilitation:**

The current main building consists of two floors plus the roof:

1. **Ground floor:** total area of work for this floor is 2000 m2 including:

Revamping floors and PVC flooring, ceiling, doors and windows, re-allocation of production facilities, re-partition and upgrade of some production areas, corridors, finishes, plumbing, electrical and HVAC works all works to accord to GMP requirements for pharmaceutical industries. The Work will be carried out in more than one phase to minimize the shutdown period of the plant.

2. **First floor:** total area of work is around 800 m2 including rehabilitation of walls, ceilings, floors, doors and windows and partitioning the production areas all works to accord to GMP requirements for pharmaceutical industries.

3. **Warehouses:** work including rehabilitation of the current stores of total areas 800m2 and refurnished the finished products store by the required facilities all works to accord to GMP requirements.

4. **Utilities:** works including renewal of compressed air, steam generation, hot water, water treatment, air conditioning systems and their networks.

5. **Electrical works:** including upgrade the current transformer and the power factor correction board, renewal of electrical networks for machines, lighting, public address system, cameras and monitoring system , BMS system and Lightning protection system.

6. **Firefighting system:** work includes rehabilitation of the existing system and upgraded as per the civil defense requirements.

## 3 Eligible Applicants

Applicants should prequalify based on their Financial and Economic soundness, experience, and resources availability.

Applicants may apply for prequalification if none of the following reasons for exclusion apply:



- The applicant is or was involved as a consultant in the preparation or implementation of the project. The same applies to an enterprise or an individual that is closely connected to the bidder under a company group or a similar business link, or to several enterprises or individuals associated correspondingly.
- Failure to submit a declaration of undertaking in the form provided in the Questionnaire.
- The applicant is legally barred from the procurement process in Jordan on the grounds of previous violations of regulations on fraud and corruption.

If any of the above reasons are found to apply, the application will be rejected.

The selected bidder will be the entity contractually responsible for the complete work of the individual contract.

Prequalification applications from combinations of firms, as Joint Ventures or Consortia's, will be acceptable, providing that a legal Joint Venture (JV) or a Consortium Agreement is established, and that each JV partner or Consortium Partner recognizes that it will be individually capable and contractually responsible (jointly and severally liable) for completion of the project should the leader or a partner fail or retire from the contract for any reason.

The Leader of a Joint Venture or Consortium has to be named in the prequalification documents to be submitted by the applicant. The participation of the Leader in the contract shall be at least 20%.

The applicant shall indicate in case of a Joint Venture or a Consortium the participation (in percentage) of each Partner and of the Leader. The evaluation will be accordingly to that indicated percentile participation.



THE PREQUALIFICATION IS LIMITED TO:

- Jordanian contractors classified by JCCA
- Joint Ventures, should have at least one Jordanian Joint Venture Partner or subcontractor
- Consortium, should have at least one Jordanian Consortium Partner or subcontractor
- Single Applicants, must be a Jordanian company

## 4 Project Time Frame

Prequalification Schedule is as in the invitation.

Works will be expected to start in the **first quarter of 2012** and to be complete within a period of 6 months from the date of issue of the Notice to Proceed.

## 5 Prequalification Process

Each individual applicant will bear all costs and expenses associated with the preparation and submittal of the prequalification documentation, including any supplemental information that may be provided or requested.

If any Applicant knowingly misrepresents any information, this may be ground to reject the Applicant from any prequalification process, tender process, or from an award of the contract, or the contract itself.

Applicants are solely responsible for any investigations of any nature that may be required to establish any issue relating to the prequalification or performance requirement of the contract.

## 6 Anti-Corruption Provision

No payment, consideration, offer, or benefit of any kind constituting an illegal or corrupt practice shall be made, directly or indirectly, and an inducement or reward for supporting prequalification or for award of any contract in this project. Any such conduct will be grounds for cancelling the applicant's prequalification or tender submission or contract award, and may initiate other civil or criminal (or both) actions against the applicant or any individual, as may be applicable.



## 7 Examination & Selection:

### 7.1 Examination:

- Examination of the submitted documents will be performed jointly by a committee comprising representatives of the employer and the consultant. All information contained in the documents will be treated in strict confidentiality.
- The employer reserves the right to request from the applicants to provide any further clarifications considered necessary for proper analysis of the pre-qualification documents. Failure to comply with such request may result in disqualification.
- Successful Applicants Will be advised of their inclusion in an approved list of tenderers.

### 7.2 Selection:

The employer does not bind himself to select any applicant and will apply the following criterias of selection:

- Financial capacities;
- Technical capacities;
- Professional capacities.

**Commitment:** All Pre-qualifying applicants must include in their pre-qualifying documents a written Commitment Letter to bid for the project once it is tendered. Failure to comply such request may result in disqualification.



## 8 PREQUALIFICATION QUESTIONNAIRE

### NOTES TO APPLICANTS

#### ALL QUESTIONS MUST BE ANSWERED

1. Each page of the complete submission (origin or attachment) should be signed and stamped by the applicant
2. Supplementary pages may be scanned and inserted if required
3. Number each page of the complete submission, including appendices and additional page information.
4. If a Joint Venture or a Consortium is proposed, all companies are to respond to all questions, and a joint venture or Consortium agreement is to be submitted. Note that in the case of a Joint Venture or Consortium proposal, each partner will be considered as joint and severally liable for completion of all Works, must be able to individually prequalify, and must be capable of carrying out the full value and scope of the contract. The prequalification documentation shall therefore be completed separately for each joint venture partner, with one of the partners being nominated as the Joint Venture 'leader', and shall be authorized by submission of a 'Power of Attorney' authorizing the 'leader' to request and receive information, incur liabilities on behalf of all members of the joint venture. Joint Ventures or Consortia's may not comprise more than three companies.
5. All applicants (single companies, leader and partners in a Joint Venture or Consortium and the Subcontractors) shall have experience in the particular nature of the works, supply installation, testing and commissioning of Plants constructions, mechanical and electrical components and pipe works.
6. All applicants, or partners in a joint venture or Consortium, if a corporation, must submit a copy of their respective Articles of Incorporation.
7. A firm may not be a partner in more than one joint venture or application.
8. Project financial data is to be given in Jordanian Dinars
9. Although additional prequalification pertinent information is welcomed and encouraged, excessive provision of non-related marketing information is discouraged, and will be ignored and immediately discarded.
10. Prequalification documentation will be treated as confidential and will not be returned.



11. Failure to comply with any of the above requirements may result in rejection of the applicant.
12. Questionnaire form, responses and any necessary documents shall be attached and submitted by E-mail not later than the date specified in the invitation to:

Attn: Project Manager, E-mail: info@acpc.com.jo

### 8.1 Structure and Organization

Applicant's name	
Applicant's Registered Business Address:	
JCCA registration info.(field ,specialize ,category, area ): <u>Attach Copy of Registration</u>	
Applicant's Project Representative name	
Applicant's Project Representative Title	
Applicant's Project Representative Telephone Number	
Applicant's Project Representative Fax Number	
Applicant's Project Representative e-mail address	
Number of year's applicant has been in business as a contractor under current business name	
Number of year's applicant has been in business as a subcontractor under current business name	
Number of years of applicants experience as a contractor in the type of work envisaged in this contract (domestic / international)	



Number of years of applicants experience as a sub- contractor in the type of work envisaged in this contract (Domestic /international)	
--	--

## 8.2 Organization chart

Please indicate here or attach an organization chart showing the applicant's company structure including the positions of directors and key personnel, if relevant, and a separate organization chart outlining a proposed structure for the assigned contract team. The charts must reflect the staffing by each individual company, by joint venture partner, by subcontractor, as applicable.



### **8.3 Financial Statements**

(All amounts to be stated in Jordanian Dinars)

Attach copies of the company's previous two years' audited accounts/financial statements (profit/loss, assets/liabilities), balance sheets, auditor's reports, and other financial data which applicant considers useful. Provide all information for all joint venture partners separately and completely. List all attachments below:

#### **8.3.1 Name and address of a minimum of two bankers from who references can be obtained:**

1. \_\_\_\_\_
2. \_\_\_\_\_

#### **8.3.2 Other Financial Information**

Applicants shall disclose details of any outstanding or pending litigation that could affect its financial status should judgment be against it.

Applicants shall disclose any recent (last 5 years) material changes in its mode of conducting business, bankruptcy proceeding against the company, its subsidiaries, and subcontractors, or any corporate directors or officials, and of any mergers and/or acquisitions during the last seven years or in consideration at the present.

Applicants must provide the following additional details:

- Bonding capacity of company:
- Details of Institutions expected to provide Tender or Performance Bonds, and confirmatory statements
- Details of Insurance Companies or Institutions expected to provide Construction and Workmen's Insurances, other Commercial insurances, and confirmatory statements



#### **8.4 Joint Venture/ Consortium**

If the applicant intends to enter into a joint venture or Consortium for the project, please provide the following detailed information, otherwise state “*not applicable*”:

8.4.1 Names and addresses of Joint Venture/ Consortium partners:

8.4.2 Name of company leading the Joint Venture/ Consortium:

8.4.3 Provide details of any projects completed with Joint Venture/ Consortium partners and details of any prior working relationships.



8.4.4 Provide a Joint Venture/ Consortium Agreement, appropriately worded to reflect the existence of one partner as the joint venture 'leader', and who is fully authorized to act on behalf of any and all Joint Venture/ Consortium partners in all respects relating to the prequalification procedures or tender requirements,

8.4.5 Name and address of bankers to the Joint Venture/ Consortium:



## 8.5 Experience

(All amounts to be stated in Jordanian Dinars)

(It is requested to attach official certificate for each Project/Contract from the employer)

### 8.5.1 Annual value of all types of contracting work undertaken for each of the last five years:

Year	In Home Country	International
2007		
2008		
2009		
2010		
2011		

### 8.5.2 Details of all projects completed in the last 5 years in the following form:

Project Name	Type of work	Location	Client Name/Representative in charge (1)	Total Value	Start Date	End Date	Completed on time? (Y/N) (2)

1. Provide full contact details of Client Representative (Address, Telephone and Fax numbers, e-mail address)

2. Provide details and reasons for project late completion



8.5.3 In the following table, applicant is to detail those projects carried out in the last 5 years which are similar in nature and/or scope (Pharmaceutical , healthcare and Qualification (Validation) of Pharmaceutical Projects) to the contract for which prequalification is sought:

Project Name	Type of work	Location	Client Name and contact reference	Total Value	Start Date	End Dates	Main/sub-contractor

\* Applicant is expected to provide additional sheets detailing full and complete information of projects included in this prequalification category

8.5.4 Details of applicant's failure to complete any contract awarded, as follows:

Project Name	Type of work	Location	Client Name and Reference	Reasons for incomplection

(Add additional pages, as necessary)



8.5.5 In the following table applicant to be detailed approximate value of uncompleted current contract/s:

Project Name	Location	Client Name and Reference	Total Value	Project Start Date and contract duration	Anticipated Completion Date	% of work completed

(Append additional sheets as required to provide details of all of applicant's current contracts.)

8.5.6 List at least three separate business references from the Clients for which contracts are listed on the preceding experience tables. Particularly include references for those project types most closely representing the one for which the current application is made. The listing should include the name, address, and telephone, and fax numbers, e-mail address, of the appropriate Client Representative or current contact person:



## 8.6 Personnel Resources

### 8.6.1 Details of Applicant's current total staff resources:

Total Number of Employees	Permanent Technical Staff	Permanent Admin Staff	Permanent Management Staff

Note: Applicants should expand this information, if applicable, by detailing staff resources by region, or office, as applicable.

### 8.6.2 List present Executive Directors and their corporate experience in the following form:

Name	Present position	Years of relevant experience	Years of experience with the company

CV's shall be attached.

### 8.6.3 Project Management Experience:

1. List Details of applicant's proposed Project Manager for the contract, as follows:

Name:

Nationality:

Date of Birth:

Education:

Professional Qualifications:



Years with applicant's organization:  
Total Years of Experience:  
Languages spoken and degrees of fluency:  
CV's shall be attached.

### 8.7 Applicant's equipment and facilities:

On the basis of the information provided in the prequalification documents please indicate the equipment and facilities (fixed or mobile plant and equipment, mobile offices and office equipment, etc.) considered by the company to be necessary for undertaking the scope and nature of the project and whether this is already in the company's ownership or will be purchase or hired:

Item No.	Equipment Category	Equipment or Facility Item, and number of units	Equipment or Facility Capacity or hp	Year of manufacture	Equipment conditions	Owned (O) or to be Hired (H)	Current Location

Additional information is to be appended, as necessary, to display full equipment resources expected by the applicant as being necessary for a project of this nature and scope.



### **8.8 Subcontracting Intention:**

If it is foreseen that any part of the contract will be subcontracted state the type of work to be undertaken by the subcontractor(s) and, if known, give the name and address of the subcontractor(s) to be used, their experience and resources, their financial capability, and the nature and scope of the subcontracted works, including an approximate percentage of the total contract value:



## 8.9 Additional information

Please describe :

Applicant's Quality Assurance system:

(provide examples or samples of documents currently in use)

Applicant's Environmental Policy:

(Provide corporate Environmental Statement, and examples or samples of protocols currently in use)



Applicant's history of litigation or arbitration from contracts executed in the last five years or currently under execution. Indicate for each case, the year, name of employer, cause of litigation, dispute, and/or claim, matter in dispute, disputed amount, current issue status and if issue settled, whether an award was for or against applicant.

(Additional information to be appended as necessary)

Please add any further information that you consider to be relevant to the evaluation of your application for prequalification. If you wish to attach other documents please list below.



## **9 DECLARATION OF UNDERTAKING**

Gentlemen,

We hereby confirm that we are capable and able to undertake all requirements set out in the prequalification documentation, and that we believe that the information provided will establish our eligibility. We understand and accept that your selection of eligible bidders will be solely based on the information provided herein, or referenced in our application, or obtained by you from employers, clients, bankers, accountants, auditors, or other references listed in our application, and any further information obtained by you through further interviews or any contract negotiations that may take place.

We therefore authorize you to contact any persons or organizations referenced in our application, including, but not restricted to employers, clients, bankers, accountants, auditors, or other references, in order to verify information submitted by us, or to request any supplementary pertinent information.

We confirm that we understand that the contents of the prequalification documentation and our responses is confidential, and hereby agree not to disclose any details to any other parties, or to issue any media statements concerning the prequalification process, without your prior written consent.

We confirm that any costs, expenses, or losses, we incur as a result of the prequalification process, or in connection with its preparation and submission, or for any other activity in relation to the prequalification phase of the project, are not reimbursable by you.

We understand and confirm that you are entitled, at any time, to disqualify or reject any or all applications for prequalification, and to suspend or terminate the prequalification, tender, or contract award process without incurring any liability to us.

(Add additional signatories as necessary dependent upon structure of applicant)

END OF FORM