



Date: 26 May 2009

**Expression of Interest
Pre-Qualification for Civil Works
Ref: PRQ/KRT/09/001- R1**

United Nations Development Programme (UNDP), Sudan office announces Pre-Qualification of Civil Works Construction firms and joint ventures to bid for construction, rehabilitation and maintenance of different projects construction sites in Sudan for the second half of the year 2009.

UNDP invites all competent construction companies to express their interest and take part at the Civil Works Contractors Pre-Qualification. All requirements on the terms of the pre-qualification and further details of specifications are available at UNDP website <http://www.sd.undp.org/bids.htm>

Deadline for documents submission – June 11, 2009 before 12:00 hours (local time)

All documents on Pre-Qualification should be submitted in a sealed envelope marked “**PRQ/KRT/09/001**” and deposited at the designated box at the entrance of the UNDP procurement office at House No. 290 Garden City, Khartoum **or** send to fax no. +249 83 773 128 **or** email to procurement.sd@undp.org. Email applications should clearly state “PRQ/KRT/09/001-R1” in the subject line of the email.

All requests for clarifications should be sent to the following email address:

E-mail: procurement.sd@undp.org **5 days** before the closing date above.

INSTRUCTIONS TO BIDDERS

A. Introduction

General: The Purchaser invites Sealed Expression of Interest (EOI) for the pre-qualification of civil works contractors to the UN system.

Eligible Bidders: Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this pre-qualification.

Cost of EOI: The Bidder shall bear all costs associated with the preparation and submission of the EOI, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the pre-qualification.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than 10 days prior to the Deadline for the Submission of EOI. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than one week prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their EOI, the procuring entity may, at its discretion, extend the Deadline for the Submission of EOI.

C. Preparation of Pre-Qualification

7. **Language of the EOI:** English

8. **Documents Comprising the EOI:**

The EOI must comprise the following documents:

- (a) Completion of Self Assessment Form showing a minimum of level 1 scores.
- (b) Completion of pre-qualification questionnaire along with all supporting documents.

- (c) Completion of firm interest submission form indication areas of preference and preferred level of engagement (based on self assessment results)

D. Submission of EOI

9. **Format and Signing of Bid:** The Bidder shall prepare one copy of the EOI. The EOI shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the EOI.

10. Sealing and Marking of EOI:

10.1 The Bidder shall submit their expression of interest in the following formats:

- By sealed envelopes duly marked as "**PRQ/KRT/09/001-R1**" to be delivered by hand to UNDP address, House No. 290 Garden City, Khartoum.
- By fax, addressed to UNDP procurement and marked "**PRQ/KRT/09/001-R1**", to fax number **+249 83 773 128**
- By email to procurement.sd@undp.org . Email applicants must clearly state "**PRQ/KRT/09/001**" in the subject line of the email.

11. Deadline for Submission of EOI/Late EOI:

11.1 Bids must be delivered to UNDP office on or before February 1, 2009 12:00 hours (local time)

11.2 The Purchaser may, at its discretion, extend this deadline for the submission of the EOI by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

11.3 Any EOI received by the Purchaser after the Deadline for Submission of EOI will be rejected and returned unopened to the Bidder.

12. **Modification and Withdrawal of EOI:** The Bidder may withdraw its EOI after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No EOI may be modified after passing of the Deadline for Submission of EOI.

E. Evaluation of EOI

13. **Clarification of EOI:** To assist in the examination, evaluation and comparison of EOI the procuring UN entity may at its discretion ask the Bidder for clarification of its EOI. The request for clarification and the response shall be in writing and no change in substance of the EOI shall be sought, offered or permitted.

14. Preliminary Examination:

14.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each offer to the Expression of Interest (EOI). A substantially responsive offer is one which conforms to all the terms and conditions of the EOI without material deviations.

14.2 The Purchaser will examine the EOI to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the EOI are generally in order.

14.3 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Pre-Qualification Questionnaire

Notes on Form of pre-Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of post-qualification or for verification of pre-qualification. This information will not be incorporated in the Contract. Attach additional pages as necessary. Pertinent sections of attached documents should be translated into English. If used for pre-qualification verification, the Bidder should fill in updated information only.

All fields are mandatory

Be aware that lack of information may lead to disqualification.

1. COMPANY DETAILS, HISTORY, & COMMITMENTS

1.1 Company / Organization Ownership Status *(attach Registration certificates etc)*

Company Name	Registered With, & Registration No.	Date of incorporation	Director's Names	Share Holding percentage

1.2 Company address, Phone & fax numbers:

Address:	
Telephone:	
Facsimile:	
Email:	
Website:	

1.3 Details of Work Performed as Prime Contractor for Projects (Major Building Rehabilitations) with a value in excess of US\$100,000.00 in the last five years.
(attach completion certificates / references/recommendations)

Name of Client	Project Description	Contract Value US\$	Completion Date	Name & Contact Details of Client's representative

1.4 Details of Projects Completed over the previous 12 months. *(attach additional sheets if necessary)*

Name of Client	Project Description	Contract Value US\$	Completion Date	Name & Contact Details of Client's representative

1.5 Details of Current Work in Progress *(attach additional sheets if necessary)*

Name of Client	Project Description	Contract Value US\$	Completion Due Date	Name & Contact Details of Client's representative

1.6 Total Value of Projects completed each year, for the previous five years.

Year	Countries of Operation	Total Value of Works US\$

2. PLANT & EQUIPMENT, PERSONNEL, & SUB-CONTRACTORS

2.1 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below. (attach additional sheets if necessary)

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

2.2 Qualifications and experience of key personnel proposed for administration and execution of the Contract. (attach resumes of key personnel)

Position	Name	Qualifications	Years of experience in proposed position

2.3 Proposed Sub – Contractors & Major Suppliers

Discipline / Portion of Works	Approx. Value of subcontract US\$	Subcontractor / Supplier Name & Address	Details of Similar experience

3. FINANCIAL DETAILS & LEGAL STATUS

3.1 Financial Referees / References *(attach bank confirmation that the company's bank account in a good standing)*

Bank / Financial Institution	Name of Referee	Position	Contact Details

3.2 Current Financial Details (attach financial statements & profit/loss statements for the previous 5 years)

Financial information in US\$	Actual previous five years				
	1	2	3	4	5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profit after taxes					

3.3 Details of Current Litigation Involvement

Year	Award For or Against Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed Amount In US\$

Name & title

Signature and stamp

Prequalification Criteria (PQC) - Self Assessment

Tick one box for each question only - all (80) questions are to be answered.

Experience in Region / country:

Performance

1. How long (in years) has your organisation been trading in this region/country?									
	0-4		5-8		9-12		13-16		17+
2. Do your documented procedures identify and ensure the resolution of all defects prior to presenting the work to the client?									
	Never		Sometimes		Usually		Mostly		Always
3. What percentage of notified defects (by number), on government building projects, does your organisation resolve within one month of notification?									
	0-50		51-70		71-80		80-90		>91%
4. Do you involve suppliers and subcontractors in the formal review of past performance methods and experiences?									
	Never		Sometimes		Usually		Mostly		Always

Experience

5. What is the average number of years of building industry experience of your workforce?									
	0-5		6-10		11-15		16-20		21+
6. What are the average years of experience for your operational Workers (refer to Form 1: Applicant Details - Human Resources Schedule), at their current positions within the building industry?									
	0-2		3-4		5-6		7-8		9+
7. Except for specialist services, does your organisation have comprehensive 'in-house' technical support for its operations?									
	Never		Sometimes		Usually		Mostly		Always
8. Do you second, or make formal offers for secondments of Workers to clients and suppliers?									
	Never		Sometimes		Usually		Mostly		Always

The following applies to all questions with:

¹**N = Never** - less than 5% of the time

²**S = Sometimes** - at least 6% and up to 49% of the time

³**U = Usually** - at least 50% and up to 74% of the time

⁴**M = Mostly** - at least 75% and up to 98% of the time

⁵**A = Always** - 99 and up to 100% of the time

9. What percentages of your management Workers have industry recognized technical, tertiary and/or trade qualifications?									
	0-20		21-40		41-60		61-80		>81%
10. What percentage of your Workers (other than construction operatives - refer to Form 1: Applicant Details - Human Resources Schedule) have technical and/or tertiary qualifications?									
	0-15		16-30		31-45		46-60		>61%
10. What percentage of your construction operatives are involved in structured training leading to the attainment of industry relevant technical qualifications?									
	0-20		21-40		41-60		61-80		>81%
12. What percentage of your Workers is presently engaged in structured continuous learning?									
	0-15		16-34		35-44		45-54		>55%

Technology

13. What percentage of your Workers (other than construction operatives) use computer based technology to conduct their day-to-day business?									
	0-15		16-30		31-45		46-60		>61%
14. What percentage of your Workers has direct access to sending and receiving external emails?									
	0-20		21-40		41-60		61-80		>81%
15. Does your organisation have a networked office (Information and Communication Technology) environment?									
	Yes								No
16. What percentage of your business with clients/subcontractors /suppliers is conducted electronically (e.g. via email, WAN, WAP, Internet)?									
	0-10		11-20		21-40		41-60		>61%
17. Has your organisation rewarded any Workers for introducing good ideas in the last two years?									
	Never		Sometimes		Usually		Mostly		Always
18. Has your organisation been directly involved in any demonstration/pilot projects (incorporating new processes or technology) in the last two years?									
	No								Yes
19. Does your organisation bring together components in unique ways to improve performance, reduce cost or provide other benefits to projects?									
	Never		Sometimes		Usually		Mostly		Always
20. Has your organisation achieved a commercial benefit from its own research and development in the last five years?									
	No								Yes
Total number of ticks in each column (questions 1 to 20) and transfer them to the summary section at the end of this form.									

Systems

Corporate Planning

21. Are annual financial plans (which include cash flow forecasts) prepared, actioned and monitored by your organisation?									
	Never		Sometimes		Usually		Mostly		Always
22. What is the frequency of your variance reporting (budget versus actual) and the review and enhancement of financial plans?									
	Ad hoc		Annually		6 months		Quarterly		Monthly
23. Do you have a three-year business plan in place?									
	No								Yes
24. Do you have a five-year business plan in place?									
	No								Yes

Project Planning

25. Do your project programs include resource allocation of key planning elements?									
	Never		Sometimes		Usually		Mostly		Always
26. Do your project estimates include a resourced program and monitoring schedule?									
	Never		Sometimes		Usually		Mostly		Always
27. Do you prepare project business plans for each project?									
	Never		Sometimes		Usually		Mostly		Always
28. Are project business plans prepared with clients/ suppliers/ subcontractors to focus on customer needs and mutual rewards?									
	Never		Sometimes		Usually		Mostly		Always

Processes

29. Are the key processes for your organisation identified, standardized and documented in detail?									
	Never		Sometimes		Usually		Mostly		Always
30. Are your key processes for each project identified and documented in a project procedures manual?									
	Never		Sometimes		Usually		Mostly		Always
31. Do you set performance indicators that can be monitored to enable continuous improvement?									
	Never		Sometimes		Usually		Mostly		Always
32. Do you involve clients, suppliers and subcontractors in benchmarking performance?									
	Never		Sometimes		Usually		Mostly		Always

Quality systems

33. How many of the following checklists and controls are documented and in use in your organisation?									
Tender and contract review		Purchasing control			Resource control			Incoming inspection	
In-process inspection		Condition of measuring equipment			Non-conformance control			Records control	
	0		1-3		4-5		6-7		8
34. Do you have a Quality Management System acceptable to national or international standards?									
	No		Implemented		Certified (2 nd or 3 rd party)				
35. How many of the following elements are addressed for all projects and integrated into your Quality Management System?									
Project quality plan			Cost management			Human resources management			
Communications management			Risk management			Procurement management			
	0		1-2		3-4		5		6
36. Do you integrate ("harmonize") your Quality Management System with your project partners in order to ensure continuous quality throughout the project?									
	Never		Sometimes		Usually		Mostly		Always

Environment

37. Do you have procedures in place to ensure that project planning identifies environmental risks?									
	Never		Sometimes		Usually		Mostly		Always
38. Do you establish environmental management plans that address identified project risks?									
	Never		Sometimes		Usually		Mostly		Always
39. Are environmental/construction waste reduction targets set and monitored by your project Workers?									
	Never		Sometimes		Usually		Mostly		Always
40. Does your product/material assessment include operational energy requirements?									
	Never		Sometimes		Usually		Mostly		Always
Total number of ticks in each column (questions 21 to 40) and transfer them to the summary section at the end of this form.									

People

Competency

41. Are performance based criteria specified for each position in your organisation?								
	Never		Sometimes		Usually		Mostly	Always
42. Are skills audits undertaken to identify gaps in your organisation's needs?								
	Never		Sometimes		Usually		Mostly	Always
43. Are performance assessments formally undertaken in order to identify your organisation's training needs?								
	Never		Sometimes		Usually		Mostly	Always
44. Do your Workers represent the industry on peak or advisory bodies?								
	Never		Sometimes		Usually		Mostly	Always

Performance Appraisal

45. Do you address unsatisfactory individual performance immediately and provide counseling if appropriate?								
	Never		Sometimes		Usually		Mostly	Always
46. Does your organisation carry out performance appraisals at least once per year and keep records of these?								
	Never		Sometimes		Usually		Mostly	Always
47. Does your organisation carry out performance appraisals at least twice per year and keep records of these?								
	Never		Sometimes		Usually		Mostly	Always
48. Do you have a documented rewards and incentives program linked to performance appraisals?								
	Never		Sometimes		Usually		Mostly	Always

Training and Development

49. Do you conduct a formal appointment and induction process for each new Worker?								
	Never		Sometimes		Usually		Mostly	Always
50. Do you directly engage apprentices, trainees or cadets on your projects?								
	Never		Sometimes		Usually		Mostly	Always
51. Do your Employee development plans address training needs identified in performance appraisals?								
	Never		Sometimes		Usually		Mostly	Always
52. What percentage of your Employees attended organisation-funded development activities in the last twelve months?								
	0-28		21-48		41-60		61-80	>80%

Workplace Health and Safety

53. Are your Workers informed and trained in relation to current workplace health and safety legislation and government policy?									
	No								Yes
54. Are your resources (people and money) appropriately allocated to ensure the objectives of the workplace health and safety policy are effectively implemented (this would include resources for implementation and management of workplace health and safety, training of staff and provision of necessary safety equipment)?									
	No								Yes
55. Is on-site workplace health and safety performance of subcontractors monitored, recorded and used as key selection criteria for subcontractors on your future projects?									
	No								Yes
56. Is your workplace health and safety performance benchmarked against other industries and ongoing improvement pursued and monitored?									
	No								Yes

Culture

57. Does your management team foster social interaction among the members of its workplace?									
	Never		Sometimes		Usually		Mostly		Always
58. What is the average length (in years) of service of Employees with your organisation?									
	0-2		3-4		5-6		7-8		9+
59. What is the average length of service (in years) of operational (technical) Workers with your organization?									
	0-2		3-4		5-6		7-8		9+
60. What is the average length (in years) of service of management Workers with your organisation?									
	0-2		3-4		5-6		7-8		9+
Total number of ticks in each column (questions 41 to 60) and transfer them to the summary section at the end of this form.									

Business

Client Focus

61. What percentage of your projects is for repeat clients?									
	0-10		11-20		21-30		31-40		>40%
62. Are you actively involved in activities that support industry development (e.g. individual, organisation and/or member of an industry association)?									
	No								Yes
63. Do you use and report on formal marketing and communication plans?									
	No								Yes
64. Are Post Occupancy Evaluations conducted on your completed projects at the end of the defects liability/warranty period?									
	Never		Sometimes		Usually		Mostly		Always

Subcontractor/Supplier Alliances

65. Do you regularly review and formally report on subcontractors/suppliers performance?									
	Never		Sometimes		Usually		Mostly		Always
66. Do you select subcontractors on performance and other specified criteria (e.g. prequalification criteria)?									
	Never		Sometimes		Usually		Mostly		Always
67. Do you promote repeat business with subcontractors/suppliers by addressing mutual problems and benchmarking performance?									
	Never		Sometimes		Usually		Mostly		Always
68. Have your subcontractors and suppliers been invited to actively participate in project scheduling prior to, during and following contract delivery?									
	Never		Sometimes		Usually		Mostly		Always

Stakeholder Involvement

69. Are your project teams encouraged to interact appropriately with the wider community?									
	Never		Sometimes		Usually		Mostly		Always
70. Does your project planning identify key stakeholders and their likely needs?									
	Never		Sometimes		Usually		Mostly		Always
71. Are stakeholders and clients considered when you prepare project performance indicators?									
	Never		Sometimes		Usually		Mostly		Always
72. Do you apply relationship management or partnering principles in business dealings with respect to projects?									
	Never		Sometimes		Usually		Mostly		Always

Communication

73. Are written communication plans, including contract procedures, prepared at the beginning of each of your projects?								
	Never		Sometimes		Usually		Mostly	Always
74. Do you record queries/complaints and use action lists to resolve them?								
	Never		Sometimes		Usually		Mostly	Always
75. Does your organisation have Project Control Groups in place on current projects?								
	Never		Sometimes		Usually		Mostly	Always
76. Does your management team have frequent contact with members of the value chain (e.g. contractor/subcontractors/suppliers) to discuss mutual strategic issues?								
	Never		Sometimes		Usually		Mostly	Always

Industrial Relations

77. Can you identify: under which enterprise, workplace, or other enforceable agreement, your Workers are employed; and your legal and other obligations relating to industrial relations and employment under the applicable national legislation?								
	No							Yes
78. Do you have planning processes and procedures in place to identify potential industrial relations issues and facilitate the development of processes to eliminate or minimize these issues?								
	No							Yes
79. Does your selection of subcontractors include an assessment of their understanding and compliance with industrial relations obligations?								
	No							Yes
80. Do you have a documented industrial relations strategy which addresses the following elements: policy statement that has the total support of management risk identification and management planning responsibilities, resources and procedures identified for the implementation of industrial relations management within the enterprise procedures established for the management of industrial relations records; and planned system of internal management review to verify whether industrial relations management activities are effective?								
	No				Substantially			Yes
Total number of ticks in each column (questions 61 to 80) and transfer them to the summary section at the end of this form.								

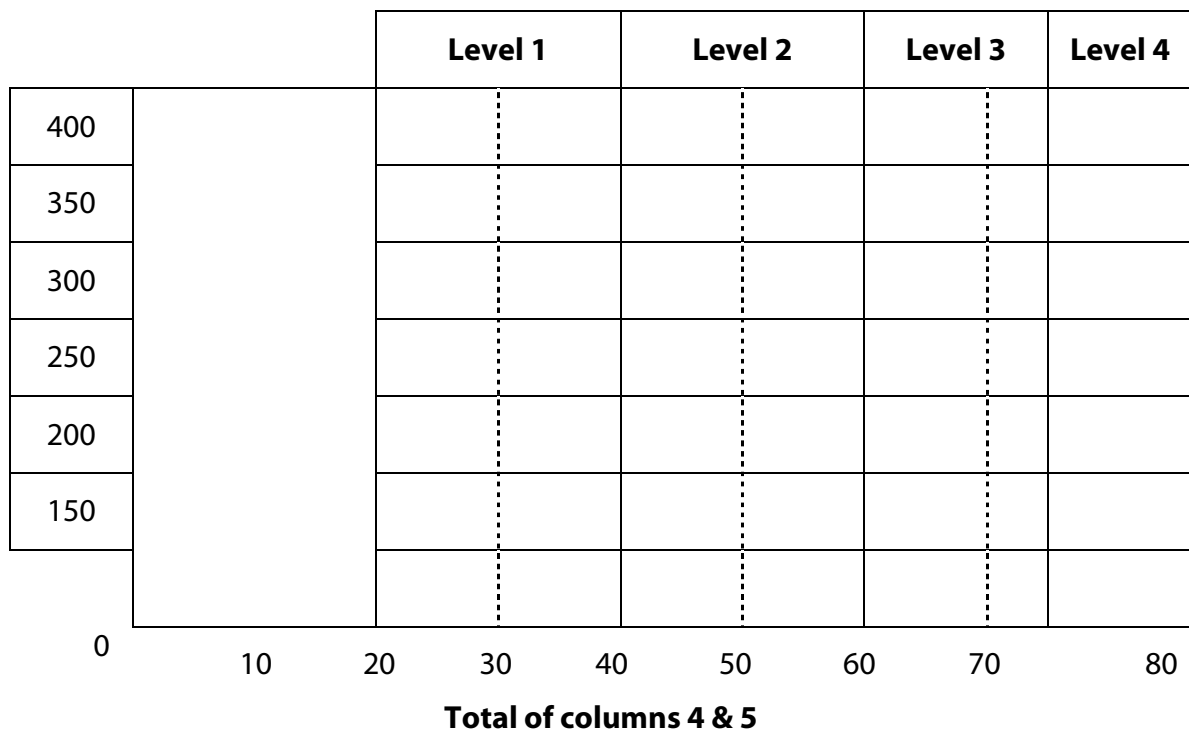
Now that you have responded to each question in this form and totaled each column:

1. Transfer the total scores to the corresponding columns on the following table

Criteria	1	2	3	4	5
Experience					
Systems					
People					
Business					
Totals					
Total Column 4 & 5					
Totals Multiply by	X 1	X 2	X3	X4	X5
Scores					
Total scores (Total columns 1+2+3+4+5)					

2. Assess your PQC Level on the following diagram by

- a. drawing a vertical line from the horizontal axis to represent your **Total of Columns 4 and 5**
- b. drawing a horizontal line from the vertical axis to represent your **Total Score** and
- c. Marking the point at which the two lines cross and obtain the applicable **PQC level**.



Self-assessed PQC level _____

Firm Interest Submission Form

To: The procuring entity

Dear Sir / Madam,

Having examined the EOI Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, Express our interest to provide the civil works in following levels and areas

		Khartoum	Blue Nile	South Kordofan	Kassala	Port Sudan	River Nile	Others (Specify)
1	Level 1							
2	Level 2							
3	Level 3							
4	Level 4							

Do you know the region/s for your interest Yes () No ()

Level 1 up to \$100,000USD

Level 2 more than \$100,000 but less than \$300,000

Level 3 more than \$300,000 but less than \$600,000

Level 4 more than \$600,000

We understand that you are not bound to accept any Bid you may receive.

We remain,

Yours sincerely,

Duly authorized to sign the EOI for and on behalf of