

**PRE-QUALIFICATION  
QUESTIONNAIRE  
FOR  
ENGINEERING DESIGN CONSULTANT**

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## INFORMATION FOR CONSULTANTS

WTCO (Water Transmission Company), an independent company wholly owned by the government of the Kingdom of Saudi Arabia is specialized in transporting and storing water, designing, building, developing, and offering transport systems, strategic storage, vital infrastructure services, planning and implementing support activities, managing produced quotas of water, and managing operations and maintenance of transport and storage systems within the kingdom and is based in Riyadh.

### **Prequalification Requirements:**

Interested Engineering Design consultants that can demonstrate successful and verifiable consultation experience and capabilities are requested to complete the related Pre-qualification Questionnaire.

Also, Pre-qualification Questionnaire Checklist must be completed, signed, and included as the cover page in your soft copy pre-qualification submittal.

**Company Name:** \_\_\_\_\_

**WTCO Vendor No:** \_\_\_\_\_

**Subject:** ENGINEERING DESIGN CONSULTANT Pre-Qualification  
(Company Name)

**Attention:** Suppliers Pre-qualification Management

**E-mail:** [PQ@wtco.com.sa](mailto:PQ@wtco.com.sa)

No other copies whatsoever shall be sent to any person in or out of WTCO.

To be considered, Engineering Design Consultant must have sufficient specialized experience in this type of work and adequate numbers of qualified manpower and equipment.

Water Transmission Co. Pre-qualification evaluation team will evaluate all submittals fairly and in accordance with the applicable evaluation criteria. This will include verification of consultant information and site visits. Consultants that will be qualified by WTCO and are deemed suitable for the work will be notified and will be included in future competitions.

**Consultant Representative:**

**Telephone:**

**E-mail:**

## DECLARATION

The consultant shall complete and submit the below language without modification or alteration, on the Consultant's own letterhead. The letter shall be signed, as appropriate, by an authorized Consultant's representative and included with this questionnaire submitted by consultant:

*WTCO  
Supply Chain Department  
Olaya Towers – 34th Floor  
P.O. Box 2946  
Riyadh 7929-12213  
Kingdom of Saudi Arabia*

*We hereby certify that we have carefully reviewed the accuracy of all statements/figures submitted by us in this Prequalification questionnaire submittal. We further certify that our submittal is fully in accordance with the directions and guidelines outlined by WTCO in this questionnaire without exception or alteration. We understand that any false or misleading information or fraudulent or missing supporting documentation may result in the disqualification of our company's submittal under any engineering design consultation without the opportunity to appeal.*

*Signed on behalf of contractor by:*

\_\_\_\_\_  
*Signatory: Officer of Company*

*Company's Name: \_\_\_\_\_*

*Name: \_\_\_\_\_*

*Company's Stamp:*

*Title: \_\_\_\_\_*

*Telephone: \_\_\_\_\_*

*E-mail: \_\_\_\_\_*

## PRE-QUALIFICATION QUESTIONNAIRE

### 1. GENERAL PRE-QUALIFICATION REQUIREMENTS

- 1.1 The information requested in this Questionnaire shall be submitted by each consultant.
- 1.2 All information requested shall be provided **completely and explicitly** responding to each item specified under each evaluation category listed below.
- 1.3 The attached forms shall be used as instructed. Continuation sheets of the attached forms may be used to provide the information requested, if necessary. All information requested on the forms must be provided.
- 1.4 Responses to each evaluation category must clearly and specifically reference the item(s) or sub-item(s) for which the response is given. The responding manufacturer's name must appear on each page of all required forms submitted.
- 1.5 Include a cross reference table with the submittal, which specifically identifies each item and its corresponding response(s).

***Failure to submit responses in strict compliance with all the requirements specified in this questionnaire may be cause for disqualification.***

**"CONFIDENTIAL"**

**PRE-QUALIFICATION QUESTIONNAIRE**

Date submitted: \_\_\_\_\_

Company's name: \_\_\_\_\_

Vendor No with WTCO if available: \_\_\_\_\_

Company's address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company's contact person: \_\_\_\_\_

\_\_\_\_\_

Commercial Registration No. (See 1.7 below):

Telephone No(s): area code: \_\_\_\_\_

Fax No(s): area code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- 1.6 Responses not received before the mentioned deadline and in the manner specified above, for any reason, will not be evaluated. Company brochures and /or catalogs will not be accepted as prequalification submittals. However, it may be submitted by Contractors as extra information only.
  
- 1.7 Possession of a license and/or commercial registration in WTCO is not a pre-requisite for a contractor being placed on a WTCO Bid Slate. However, WTCO will award contracts for work being performed in WTCO only to those contractors who, by the bid closing date, are properly licensed and/or commercially registered by the Saudi Arab Government Authorities and are registered with WTCO in the system.

## 2.EVALUATION CATEGORIES

WTCO will evaluate each consultant. *This evaluation will assess technical capabilities to determine suitability for performing this type of work.*

Consultant's Pre-Qualification Proposals will be primarily evaluated as the following:

- Relevant Experience as it relates to engineering design work.
- Quality, capability, organization of management and work force.
- Previous performance.

The Pre-Qualification Evaluation Categories delineated in Items 2.1 through 2.11 below are not necessarily listed in order of importance. Under each category are items and sub-items. These either define the information being requested in the category or list statements requiring specific responses.

### 2.1 WORK EXPERIENCE (EXHIBIT "A")

- 2.1.1 List all the contracts awarded to your company as a **primary contractor**, for the last ten years. *Consultant must complete all applicable information requested under Exhibit "A". Use a separate sheet for each contract.*
- 2.1.2 List all the contracts awarded to your company as a **sub-contractor**, for the last ten years. Also, list all engineering design consultation contracts that your company sub-subcontracted to other companies. *Consultants must complete all the applicable information requested under Exhibit "A-1". Use a separate sheet for each contract.*
- 2.1.3 Include only experience related to engineering design consultation **DO NOT** list work experiences that fall outside the parameters of engineering design consultation as such information will not be considered in the evaluation of your company for inclusion on this engineering design consultation prequalification.
- 2.1.4 Provide back-up documents for non WTCO Contracts listed above. Enclose for each Contract, a copy(ies) of page(s) which shows the Contract No., Title, Signature pages, Scope of Work, Duration and Contract Value.
- 2.1.5 **Failure to fill in all details in Exhibit A or Exhibit A-1 may result in disqualification.**

## 2.2 COMPANY ORGANIZATION/MANAGEMENT (EXHIBIT "B")

- 2.2.1 Company profile.
- 2.2.2 Provide an Organization Chart (in hierarchical management format) that as a minimum: (a) identifies the various functional departments within your company, and (b) provides the names of personnel currently holding department management through executive management positions.
- 2.2.3 The Organization Chart must also clearly identify the specific person (Project Manager) who will be responsible for overseeing WTCO's Contracts. Show the direct lines of interaction between the Project Manager and your company's department/executive management personnel as requested under Paragraph 2.2.2 above.

## 2.3 AFFILIATED COMPANIES/SUBCONTRACTORS (EXHIBIT "C")

- 2.3.1 List the names and addresses of all affiliated firms and/or potential subcontractors that will be working with your company on engineering design consultation contracts. You are required to identify both the type and the approximate percentage of work to be performed by your affiliated firms and/or sub-contractors. Use a separate sheet for each affiliated company and/or sub-contractor.
- 2.3.2 If your company has no affiliated firms and you do not intend to subcontract any portion of the work, you **must provide a clear written statement of this fact** and submit the statement as Exhibit "C".

## 2.4 KEY PERSONNEL (EXHIBIT "D")

- 2.4.1 Provide resumes for each of the key positions listed below as requested in Exhibit "D" & "D-1"
  - a) Project Director
  - b) Project Manager
  - c) Hydraulic & Process Engineer
  - d) Mechanical Engineer
  - e) ICT Engineer
  - f) Electrical Engineer
  - g) Civil Engineer
  - h) Contract Engineer



Resumes are to address the following:

- Educational background
- Years of experience in all positions held to date.
- Brief description of responsibilities of each position.

*Limit your response to no more than two (if applicable) representative candidates for each job category. **Additional resumes or resumes for positions not requested by this Prequalification Questionnaire, will not be given consideration.***

*Please note that some of the key personnel identified above may be referred to by several different titles within the business. In order to receive credit, **be sure that your resumes clearly identify the candidates by the positions requested under this Prequalification Questionnaire.***

## 2.5 MANPOWER & RESOURCES (EXHIBIT "E")

- 2.5.1 Complete Exhibit "E" by providing details of your company's current and projected manpower resources for the next three (3) years.
- 2.5.2 As Exhibit "E-1", List of engineering software programs for all discipline such as (AutoCAD – Wanda - etc...) and to specify all available software for each type of wo

## 2.6 QUALITY ASSURANCE/QUALITY CONTROL (EXHIBIT "F")

- 2.6.1 As Exhibit "F", in your own format, provide WTCO with a departmental organization chart of your company's Quality Assurance/Quality Control group. The chart must show the relationship between this department and the company's management structure, as well as identify the job titles and names of employees presently responsible for quality control in your company.
- 2.6.2 As Exhibit "F-1", provide WTCO with a brief description or outline, of your company's Quality Assurance/Quality Control program.
- 2.6.3 As Exhibit "F-2", Provide your company's EHSS Procedures and provide your company's safety Incidents records.

## **2.7 SAUDIZATION / LOCAL CONTENT (EXHIBIT "G")**

**As a separate attachment**, identify the key management positions in your company's organization chart that are "presently" occupied by Saudis and verify their years of work experience and what University they graduated from. Consultant must provide comprehensive information for this category with all back-up information inclusive of one resume for each management position that is currently Saudized and the following:

- 2.7.1 What is the percentage of the Saudi Arab workforce in your company?
- 2.7.2 Provide a list of Saudi Arabian employees (with the duty joining date), who are continuous in services with your Company over five (5) years.
- 2.7.3 Are you following the local content requirements?

## **2.8 JOINT VENTURE REQUIREMENTS REFERENCES (EXHIBIT "H") (IF APPLICABLE)**

With regards to authenticating the joint venture agreement between allied parties to participate in WTCO's tenders, below are the requirements that must be met:

- All parties must submit their pre-qualification documents independently for reviewing and only those who pass the pre-qualification process will be permitted to participate in WTCO's tenders.
- All parties must be classified by the relevant authorities.
- All parties must sign a solidarity agreement between them and must be authenticated by the chambers of commerce or other entities authorized to authenticate the agreement, where it is specified that it is created to participate in WTCO's tenders.
- The solidarity agreement must explain the tasks and responsibilities assigned to each party.
- The solidarity agreement must specify the validity of any (amendment, change, or deletion) of any (part, clause, or item) of the agreement except after WTCO's approval.
- The solidarity agreement must specify an authorized representative who represents all allied parties before WTCO to complete all procedures, signing, correspondence, and negotiations.
- The solidarity agreement must specify the obligations and responsibilities of allied parties.
- The solidarity agreement shall be submitted with the technical proposal submitted for the competition.
- In case one of the allied parties is a foreign entity, they must complete all conditions and regulatory requirements issued by the authorities.
- Opening a joint bank account between the joint parties.

### 3.TYPES OF SERVICES/CATEGORIES

Please select the work type that your company can provide without subcontracting by selecting the appropriate box form below:

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

Other

Describe "Other": \_\_\_\_\_  
\_\_\_\_\_

#### 4.REQUIRED CERTIFICATES

Please provide all certificates below as an attachment:

1	A valid copy of the Commercial Registration (CR) Certificate	<input type="checkbox"/>
2	A valid copy of the SAGIA Certification (if applicable)	<input type="checkbox"/>
3	A valid copy of the Zakat Certification	<input type="checkbox"/>
4	A valid copy of the Value Added Tax (VAT) Certification	<input type="checkbox"/>
5	A valid copy of the General Organization for Social Insurance (GOSI) Certification	<input type="checkbox"/>
6	A valid copy of the Chamber of Commerce & Industry Membership Certification	<input type="checkbox"/>
7	Contractor Government Classification, if applicable (service providers only)	<input type="checkbox"/>
8	A valid Company Ownership Profile with required supporting documents	<input type="checkbox"/>
9	Financial report for the last 3 years, by providing the Financial Statement.	<input type="checkbox"/>
10	Copy of valid Saudization Certificate.	<input type="checkbox"/>
11	For foreign companies, please provide a certificate from a recognized bank acceptable to Saudi Arabian Monetary Agency SAMA (If applicable)	<input type="checkbox"/>
12	Copy of your company pre-qualification with: (SWCC, ARAMCO, SEC, MARAFIQ, SABIC and NWC) (If available)	<input type="checkbox"/>
13	Copy of certificate professional recognition from Saudi Council of Engineers .Industrial Security Certificate...etc.	<input type="checkbox"/>
14	International Organization for Standardization Certificates (ISO).	<input type="checkbox"/>
15	Completion Certificate for previous projects.	<input type="checkbox"/>
16	Local Content Certificate	<input type="checkbox"/>
17	In case of joint venture or affiliated firms, you must provide all related documentations signed, stamped, and certified by all related governmental entity.	<input type="checkbox"/>

## EXHIBITS TABLE

2.1	A	WORK EXPERIENCE	<input type="checkbox"/>
2.1.2	A-1	SUB-CONTRACTOR WORK EXPERIENCE	<input type="checkbox"/>
2.2	B	COMPANY ORGANIZATION/MANAGEMENT	<input type="checkbox"/>
2.3	C	AFFILIATED COMPANIES/SUB-CONTRACTORS	<input type="checkbox"/>
2.4	D	KEY PERSONNEL	<input type="checkbox"/>
2.4	D-1	KEY PERSONAL RESUMES	<input type="checkbox"/>
2.5.1	E	MANPOWER RESOURCES	<input type="checkbox"/>
2.5.2	E-1	LIST OF ENGINEERING SOFTWARE PROGRAMS.	<input type="checkbox"/>
2.6.1	F	QUALITY ASSURANCE/QUALITY CONTROL ORGANIZATION CHART	<input type="checkbox"/>
2.6.2	F-1	DESCRIPTION OF QUALITY ASSURANCE PROGRAM	<input type="checkbox"/>
2.6.3	F-2	EHSS PROCEDURES	<input type="checkbox"/>
2.7	G	SAUDIZATION / LOCAL CONTENT	<input type="checkbox"/>
2.8	H	JOINT VENTURE REQUIREMENTS (If Any)	<input type="checkbox"/>

**EXHIBIT "A"**

WORK EXPERIENCE

PRIMARY CONSULTATION WORK EXPERIENCE

Copy this form as necessary and use a separate sheet for each contract

Concept Design Contract  (Check one) Detailed Design Contract

Client's Company Name: \_\_\_\_\_  
\_\_\_\_\_

Client's Company Address: \_\_\_\_\_

Name of Client's Representative: \_\_\_\_\_

Representative's Phone No.: \_\_\_\_\_

Representative's Fax No.: \_\_\_\_\_

Representative's E-Mail Add.: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Contract Title: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_ Current % Complete: \_\_\_\_\_ Value of Contract: \_\_\_\_\_ %

Value of work done by your company \_\_\_\_\_ Value of Estimated Construction Cost: \_\_\_\_\_ Value of Actual Construction Cost: \_\_\_\_\_  
(Saudi Riyals) (Saudi Riyals) (Saudi Riyals)

Describe the contract's scope of work: *Your description must include: the type of contract (Concept or Detailed Design), the location of facility (on plot or off plot), the type of engineering design consultation and a brief description of work performed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief description of any work that you subcontracted to others:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT "A-1"**

SUB-CONTRACTOR WORK EXPERIENCE

Copy this form as necessary and use a separate sheet for each contract

Concept Design Contract

(Check one)

Detailed Design Contract

Client's Company Name: \_\_\_\_\_

Client's Company Address: \_\_\_\_\_

Name of Client's Representative: \_\_\_\_\_

Representative's Phone No.: \_\_\_\_\_

Contract No.: \_\_\_ Contract Title: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Estimated Completion Date: \_\_\_ Current % Complete: \_\_\_\_\_ Value of Contract: \_\_\_\_\_ %

Value of work done by your company \_\_\_\_\_ (Saudi Riyals) Value of Estimated Construction Cost: \_\_\_\_\_ (Saudi Riyals) Value of Actual Construction Cost: \_\_\_\_\_ (Saudi Riyals)

**Describe the contract's scope of work:** *Your description must include: the type of contract (Concept or Detailed Design), the location of facility (on plot or off plot), the type of engineering design consultation and a brief description of work performed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a brief description of any work that you Sub-subcontracted to others:**

\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT "B"**

COMPANY ORGANIZATION/MANAGEMENT

ORGANIZATION CHART

(in hierarchical management format)





**EXHIBIT "D"**

**KEY PERSONNEL**

SL No.	Manpower Category	Number Presently Employed	Available Number of Block Visas (Attach copies)	Total
a.	Project Director			
b.	Procurement Manager			
c.	Hydraulic & Process Engineer			
d.	Mechanical Engineer			
e.	ICT Engineer			
f.	Electrical Engineer			
g.	Civil Engineer			
h.	Contract Engineer			
<b>TOTAL</b>				

**EXHIBIT "D-1"**

**KEY PERSONNEL RESUMES**

Name: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Years with the company: \_\_\_\_\_  
Total Years of Experience: \_\_\_\_\_

**EDUCATION**

<u>Type of Schooling/Training</u>	<u>Type of Degree/Certification</u>
Graduate College: _____	_____
Undergraduate College: _____	_____
Technical School: _____	_____

**WORK EXPERIENCE**

Current Company: \_\_\_\_\_ From: \_\_\_\_\_ Present

Current Position: \_\_\_\_\_

Brief Description of Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Brief Description of Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Brief Description of Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT "E"**

**MANPOWER RESOURCES**

Complete Exhibit "E" by providing details of your company's current and projected manpower resources for the next three (3) years.

**EXHIBIT "E-1"**

**LIST OF ENGINEERING SOFTWARE PROGRAMS.**

**EXHIBIT "F"**

**QUALITY ASSURANCE/QUALITY CONTROL ORGANIZATION CHART**

(In your company's own format)

**EXHIBIT "F-1"**

QUALITY ASSURANCE/QUALITY CONTROL

DESCRIPTION OF QUALITY ASSURANCE PROGRAM

(In your company's own format)

**EXHIBIT "F-2"**

**EHSS PROCEDURES**

(In your company's own format)



EXHIBIT "G"

SAUDIZATION / LOCAL CONTENT

## EXHIBIT "H"

### JOINT VENTURE (If any)

With regards to authenticating the joint venture agreement between allied parties to participate in WTCO's tenders, below are the requirements that must be met:

- All parties must submit their pre-qualification documents independently for reviewing and only those who pass the pre-qualification process will be permitted to participate in WTCO's tenders.
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- The solidarity agreement must specify an authorized representative who represents all allied parties before WTCO to complete all procedures, signing, correspondence, and negotiations.
- The solidarity agreement must specify the obligations and responsibilities of allied parties.
- The solidarity agreement shall be submitted with the technical proposal submitted for the competition.
- In case one of the allied parties is a foreign entity, they must complete all conditions and regulatory requirements issued by the authorities.
- Opening a joint bank account between the joint parties.