

PRE-QUALIFICATION

QUESTIONNAIRE

FOR

ENGINEERING SUPERVISION CONSULTANTS

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INFORMATION FOR CONTRACTORS

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 Supervision 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: | Pre-Qualification for Engineering Supervision Consultants (Company Name) |
| Attention: | Suppliers Pre-qualification Management |
| E-mail: | PQ@wtco.com.sa |

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

To be considered, contractor 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 contractor information and site visits. Contractor that will be qualified by WTCO and are deemed suitable for the work will be notified and will be included in future competitions.

Contractor Representative:

Telephone:

E-mail:

DECLARATION

Contractors 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 Contractor's representative and included with this questionnaire submitted by Contractor:

WTCO

Procurement Planning and Supplier Prequalification Management

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 consultation Bid Slate without the opportunity to appeal.

Signed on behalf of Bidder by:

Signatory: Officer of Company

Company's Name: _____

Name: _____

Company 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 contractor.
- 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 in 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 contractor or sub-contractor 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: _____

Contractor's name: _____

Vendor No with WTCO if available: _____

Contractor's address: _____

Contractor'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 contractor. *This evaluation will assess technical capabilities to determine suitability for performing this type of work.*

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

- Relevant Experience
- Reference list of similar projects completed with details.
- Performance Certificates issued by clients indicating the works executed inside/outside Saudi Arabia related.
- 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 15 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 15 years. Also, list all engineering supervision 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 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.* .
- 2.1.4 **Failure to fill in all experiences 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 sub-contractors that will be working with your company on engineering supervision 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".
- a) Project Director
 - b) Project Supervision Manager
 - c) Technical Manager

Resumes are to address the following:

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

- 2.4.2 **Failure to fill in all details in Exhibit D may result in disqualification.**

*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", provide the requested information indicating your company's ability to recruit a workforce should it be necessary.

2.6 EQUIPMENT (EXHIBIT "G"), if applicable

- 2.6.1 Complete Exhibit "G" by listing all the major equipment owned **or under long term rental period not less than Contract duration** by your company. Equipment listed must be in good operating condition and is subject to verification by WTCO site visits if needed.

If a site visit is conducted and WTCO determines that the equipment is either unavailable, or is in a non-operational condition, your company will be eliminated from further consideration for inclusion on this consultant Bid Slate.

2.7 ACCOMMODATIONS/SITE OFFICES (EXHIBIT "H")

- 2.7.1 List all accommodation (particularly, any camp facilities) that your company provides for its workers.
- 2.7.2 Briefly describe how your company proposes to provide accommodation when performing Contracts at various WTCO Work Sites. Your description should indicate to WTCO that you have taken into consideration such elements as: transportation, catering, medical coverage, recreation, etc.

2.8 QUALITY ASSURANCE/QUALITY CONTROL (EXHIBIT "I")

- 2.8.1 As Exhibit "I", 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.
- 2.8.2 As Exhibit "I-1", provide WTCO with a brief description or outline, of your company's Quality Assurance/Quality Control program.
- 2.8.3 As Exhibit "I-2", Provide your company's EHSS Procedures and provide your company's safety Incidents records.

2.9 SAUDIZATION / LOCAL CONTENT (EXHIBIT "J")

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. Contractor 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:

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

2.10 CONTRACTOR EMPLOYEES' AFFAIRS (EXHIBIT "K")

As a separate attachment, provide a detailed outline of your employees' affairs as follows:

- 2.10.1 When do you pay your employees' salaries?
- 2.10.2 How often vacations are granted to employees of your company?
- 2.10.3 In what kind of transportation employees of your company are transported?
- 2.10.4 Detail the accommodation of your employees such as type, size and services provided.

2.11 CONTRACTORS, SUBCONTRACTORS REFERENCES (EXHIBIT "L")

- 2.11.1 When do you pay your subcontractors their due payments?
- 2.11.2 Are the materials provided by subcontractor?

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

EXHIBITS TABLE

| | | | |
|-------|-----|--|--------------------------|
| 2.1.1 | 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 PERSONNEL RESUMES | <input type="checkbox"/> |
| 2.5.1 | E | MANPOWER RESOURCES | <input type="checkbox"/> |
| 2.5.2 | E-1 | MANPOWER RESOURCES - RECRUITING CAPABILITIES | <input type="checkbox"/> |
| 2.6.1 | G | EQUIPMENT | <input type="checkbox"/> |
| 2.7 | H | ACCOMMODATIONS/SITE OFFICES | <input type="checkbox"/> |
| 2.8.1 | I | QUALITY ASSURANCE/QUALITY CONTROL ORGANIZATION CHART | <input type="checkbox"/> |
| 2.8.2 | I-1 | DESCRIPTION OF QUALITY ASSURANCE PROGRAM | <input type="checkbox"/> |
| 2.8.3 | I-2 | EHSS PROCEDURES & SAFETY INCIDENTS RECORDS | <input type="checkbox"/> |
| 2.9 | J | SAUDIZATION / LOCAL CONTENT | <input type="checkbox"/> |
| 2.10 | K | CONTRACTOR EMPLOYEES' AFFAIRS | <input type="checkbox"/> |
| 2.11 | L | SUBCONTRACTORS | <input type="checkbox"/> |
| 2.12 | M | 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

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 facility, the location of facility (on plot or off plot), the type of engineering supervision 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

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 _____ **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 facility, the location of facility (on plot or off plot), the type of engineering supervision 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 CHART
(in hierarchical management format)

EXHIBIT "C"

AFFILIATED COMPANIES/SUB-CONTRACTORS

Affiliated Firm

(Check One)

Sub-contractor

Company's Name: _____

Company's Address: _____

Percentage of work to be performed by this affiliated company/sub-contractor: _____%

Brief description of the type of work to be performed by this affiliated company/sub-contractor:

EXHIBIT "D"

KEY PERSONNEL

| SL No. | Manpower Category | Number Presently Employed | Available Number of Block Visas (Attach copies) | Total |
|--------|-----------------------------|---------------------------|---|-------|
| a. | Project Director | | | |
| b. | Project Supervision Manager | | | |
| c. | Technical Manager | | | |

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-1"

MANPOWER RESOURCES – RECRUITING CAPABILITIES

Please provide details (addresses, phone numbers, points of contact) on firms that handle your company's recruiting requirements:

- **Names and locations of recruiting firms, if applicable:**

Name _____

Address _____

(1) _____

Phone No: _____

(2) _____

Phone No: _____

Indicate recruiting capabilities by providing the following information: Also advise from what countries these firms recruit personnel.

| Job Categories/Description | Number Of Block Visas (Attach copies) | Recruited From Which Country |
|--|--|-------------------------------------|
| Management (including but not limited to: Project Managers, Administration Managers, Procurement/Material Handling Managers, Cost/Scheduling Managers, Quality Control Managers, Loss Prevention Managers, etc.): | | |
| Professional (including but not limited to: Civil Engineers, Mechanical Engineers, Electrical Engineers, Instrumentation Engineers, Telecommunication Engineers etc.): | | |
| Skilled (including but not limited to: craftsmen, technicians, draftsmen, etc.): | | |
| Unskilled (Laborers) | | |
| Equipment Operators (including but not limited to: heavy equipment such as: dozers, back-hoes, cranes, trucks, etc.): | | |

EXHIBIT "G"

EQUIPMENT

Complete the following matrix indicating the quantity, type, capacity and year of manufacture for each major equipment that your company owns and can make available to perform WTCO's consultant contracts. *(Equipment must be available and in good operating condition. All listed equipment are subject to verification by WTCO via site visit.) Additional equipment may be included.*

| SL No. | Vehicles/Equipment Description | YEAR MODEL | NUMBER OWNED | NUMBER LEASED | TOTAL |
|--------|--------------------------------|------------|--------------|---------------|-------|
| a. | | | | | |
| b. | | | | | |
| c. | | | | | |
| d. | | | | | |
| e. | | | | | |
| f. | | | | | |
| g. | | | | | |
| h. | | | | | |
| i. | | | | | |
| j. | | | | | |
| k. | | | | | |
| l. | | | | | |
| m. | | | | | |
| n. | | | | | |
| o. | | | | | |
| p. | | | | | |
| q. | | | | | |
| r. | | | | | |
| TOTAL | | | | | |

EXHIBIT "1"

QUALITY ASSURANCE/QUALITY CONTROL DEPARTMENTAL ORGANIZATION CHART

(In your company's own format)

EXHIBIT "I-1"

QUALITY ASSURANCE/QUALITY CONTROL (PROGRAM & MANUAL

EXHIBIT "1-2"

EHSS PROCEDURES & SAFETY INCIDENTS RECORDS

Attach your company's EHSS Procedures & Safety Incidents Records

EXHIBIT "J"

SAUDIZATION & LOCAL CONTENT

EXHIBIT "K"

CONTRACTOR EMPLOYEES AFFAIRS

DETAILED OUTLINE

(Answer the question in detail)

EXHIBIT "L"

SUBCONTRACTORS

DETAILED OUTLINE

(Answer the question in detail)

EXHIBIT "M"

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.
- 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.