LYCEE LOUIS MASSIGNON **PRE-QUALIFICATION DOCUMENTS**
(PRE-TENDER STAGE)

Revision 2
Janvier, 2017

Pre-Qualification

Lycée Louis Massignon is an establishment of the Agence Francaise de l'Enseignement du Francais à l'Etranger (AEFE), licensed for education activities by the Abu Dhabi Education Council and holding ad professional license from the Abu Dhabi Department of Economic Development under No CN-1002039 (the "Client").

The client wishes to conduct a pre–qualification exercise to select Contractors for the Construction of a new kindergarten and primary School located next to their existing campus on Al Rabdan Road / on Plot 26_27, Sector E-40,on Abu Dhabi Island (the "Project").

1. Pre-selection to participate in the Project tender process

This document solely applies to the prequalification of contractors willing to participate to the tender for the Project (the "Tender"). The Tender will come in a second phase during which the successful applicant contractors ("Applicant(s)") will be able to bid for the Tender and submit a lump sum price offer for the contract.

It is understood and agreed that the information provided by the Applicant in the course of the pre-qualification process is to be used by The Client in determining, according to its sole judgment and discretion, the choice of qualified contractors invited to bid for the Tender.

To enter this pre-qualification procedure, contractors must have a valid classification of grade 2 or 3 and should hold a valid license with the department of Economic development in Abu Dhabi.
Any applicant not fulfilling these conditions will not be considered.

During this pre-qualification procedure, applicant will not be charged for any documents. No security bond will be required, either for the submission of applications or for the receipt of the consultation file.

All direct and indirect costs, of whatever nature, for the Applicant's prequalification submission shall be to the sole expense of the Applicant.

The applicant hereby authorizes the Client to make requests to any public official, engineer, architect, surety company, bank, material or equipment manufacturer or distributor or any other person, firm or corporation to furnish any pertinent information requested by the Client to verify the information contained in this pre-qualification submission or regarding the competence and general reputation of the prospective Contractor.

The Applicant undertakes to immediately notify the Client of any significant changes in its corporation legal, financial, organizational and capabilities status that may affect its ability to bid for the Tender.

The legal language for the present procedure is and will remain English.
The currency of reference for this procedure is exclusively the Dirhams of the United Arab Emirates (AED). Fractions of Dirhams shall be in Fils.

The Applicant undertakes that a bank guarantee and insurance will be needed for this Project, terms and condition will be detailed in the Tender stage.

Subcontracting will be permitted for this project. Applicant undertakes that the capacities, skills and references of the subcontractors will be examined at the Tender stage.

The client reserves the right to modify the conditions described in this document and / or its addendum to come. In this case and if these modifications occur within 7 calendar days before the deadline for submission of applications, the Client may extend the deadline for replies. Any update will be published on the school website: **http://llm.ae/marches-tenders/marchestenders-2/**

2. Pre-qualification application

To participate to the pre-qualification process, the Applicant must submit an application composed of a signed and stamped declaration of interest and capacity to participate in the Tender plus all the questionnaire documents as provided herewith in section 1 to 5 (“Questionnaire”), filled with the relevant information and attachments. All the information submitted to the Client by the Applicant during this prequalification procedure will be deemed to be a contractual representation made by the Applicant for the subsequent Tender and contractual process if the Project is later awarded to the Applicant.

In the event that an Applicant has not submitted all of these documents, the Client reserves the right to ask for the missing elements before designating the candidates admitted to participate in the second phase.

The Applicant agrees to furnish any further qualifying information at the request of The Client.

The Applicant guarantees the truth accuracy and completeness of all statements submitted in this questionnaire.

The Applicant is required to print and fill all parts of this pre-qualification document, sign and stamp all pages and return all documents in a sealed envelope to the attention of:

Monsieur Le Proviseur
Lycée Louis Massignon
P.O.BOX 2314, ABU DHABI, U.A.E.

PROJECT TITLE: CONSTRUCTION OF PRIMARY SCHOOL – LYCEE LOUIS MASSIGNON

Delivery adress: Al Rabdan street. / school contact for direction if necessary, tel: (+971) 2 444-8085.

Additional to one full hard copy of the application, the applicants must submit an electronic version of their applications (CD-rom, DVD-rom or USB stick) in the sealed envelope.

The time limit for receipt of completed prequalification applications:

Wenesday 18th January 2017 between 09h00 and 16h00 Abu Dhabi time.
Documents received after this date will not be considered.

Wherever no sufficient space is available for a complete response to any question, additional signed and stamped page(s) shall be inserted for replying to the questions in the pre-qualification document. Any further information not listed in this document can be added if considered to be relevant by the Applicant.

3. Contact during prequalification

Applicants are required to submit in writing to the Client their request for clarifications. The Client shall only accept notifications / clarifications requests submitted at least four (04) days prior to the time limit set out in above article 2.

All requests shall be sent formally by e-mail to the Client and the Project Consultant at the following addresses:

- projets-immobilier@louismassignon.com (Client)
- uae@helalandpartners.com (Consultant)

4. Client's right of selection and announcement / Disclosure of Tender Results to Tenderers

The Applicant submissions will be opened by a private committee at the convenience of the Client and success or rejection of the applicant's submission will be communicated individually to all applicants. The committee will evaluate according to its own criteria the ability,

experience, resources, qualification and competence of the staff along with financial condition of the applicants and will decide accordingly but at its sole discretion the applicants qualifying to participate to the Tender. Rejection of applications, whatever the reason, are final and do not have to be motivated by the Client. They are not subject to any recourse.

After having taken cognizance of the classification issued by the committee and after having examined the candidates or the technical and financial proposals of the competitors, the client reserves the following reservations:

During pre-qualification:

- the right to assess the offices of the Applicant and their associated group members, make an on-site inspection and evaluation of work of a similar nature currently being performed by The Applicant. The Client also reserves the right to call The Applicant for an interview and / or a presentation, subsequent to evaluating submittals.
- the right to ask to visit one or more projects chosen from the list of exemplary building (section 4 of prequalification document), once the applications have been submitted and before deciding on the list of companies admitted to submit an offer (Tender stage). Only applications that have been judged to be in conformity and are admissible on the basis of the file submitted will be affected by this request.
  This visit and the resulting findings and the exchanges that may take place with the representatives of the applicant during the visit will be taken into account for the general assessment of the candidate's abilities, skills and references.

The conditions of the tender will be communicated to the qualified applicant.

The Client shall not be bound to accept the lowest priced Tender or any Tender, nor shall it be bound to assign any reason for rejection/selection of a Tender.

Discounts, if any, shall be merged into the quoted prices. The Client reserves the right not to consider, for the purpose of evaluation, any discount that is indicated separately.

Bids will have to remain valid for at least 90 days.
The possibility of proposing one or more variants or options for the submission of projects / offers expected for the 2nd phase will be specified in the Consultation Package given to the qualified applicant only.

Components of the works

1. Description of the Works

The information contained in the description below is at this stage solely provided as a general information to motivate contractors' declarations of interest. It shall not be deemed accurate, final or contractual from any part.

Main Building Works

This project complying with Estidama Pearl 1 requirements and consisting of a new kindergarten and primary classrooms in extension of existing French school on the plot of former Japanese school. A This project covers a programmed built-up area of 2 638 m² surface on a plot of 7 300 m²

The work comprises the construction of reinforced concrete framed buildings with block wall partitions, concrete roofing, waterproofing, external insulation, precast concrete element for facade, cement board cladding; external coating/painting ; Supply and installation of canopy (steel structure + aluminum composite panels cladding) ; Supply and installation of aluminum glazed windows and doors; Supply and installation of wooden doors and metal doors including ironmongery; Supply and installation of false ceilings; Supply and installation of fixed furniture and blinds; supply and installation of educational equipment ; Supply and installation of floor finishes and false ceilings; Painting and decorating to ceilings and walls; Internal and External Plumbing / HVAC works; Internal and External electrical works. Supply and installation of loose furniture will not be included in the scope of works of the Contractor.

External Works / Infrastructure and road works -to comply with DoT requirements

External works comprise different types of Infrastructure, road cutting, asphalt works, road signage and marking, hard landscaping concrete finishing ; landscaping ; precast concrete benches; play-ground area; grassing and planted areas; external rainwater and surface water drains; fence wall;.

Working Drawings and As-built drawings to be provided by Contractor

The Employer shall provide the Tender drawings / BOQ and Specs. It shall be the responsibility of the appointed Contractor to provide the following drawing and details to fully comply with the contract:

a) Full working drawings
b) Shop drawings
c) As-built drawings

It shall be a condition precedent that only stage

with qualified professional staff with demonstrated ability to provide the documented listed in (a) to (c) above will be prequalified and invited to submit tenders

2. Tender time schedule and construction Period

Prequalification results should be released in mid-February. The selected applicants will receive the documents composing the Tender and will have about 5 weeks to submit a complete offer.

For the qualified applicants a visit to the site, possibly followed by a question / answer meeting with the contracting authority, may be organized in the first quarter of 2017. The schedule and the conditions of it will be specified at the time of notification to the qualified applicant in the Tender Document.

The construction period is estimated at fifteen (15) Months (1 month of “preparation”, and 14 months of works – including testing and commissioning and handing over to all required Authorities).

The start of construction is scheduled for May 2017 and is subject to obtaining the building permit.

3. Site and Other Data

The location of the works is the

French school Lycée Louis Massignon in Abu Dhabi

Rabdan Street – Abu Dhabi – Plot 26_27, sector E-40

SECTION 1
CONTRACTOR'S DETAILS

Name:	
Address:	
City:	
Postal Code:	
Country:	
Telephone:	Fax:
Company' Email	
Website:	
Date of Establishment in UAE / International:	
Date of Registration in Abu Dhabi:	
Form of registration:	
Foreign Partner(s) nationality (ies):	
Ultimate Beneficial Owner(s) and nationalities (if the foreign partner is a company)	
Classification:	
Owner's Name	
Local Partner 1 Name	
Local Partner 2 Name	
Local Partner 3 Name	
Contact Name	
Position of Contact	
Telephone:	Mobile
E-mail	

SECTION 2

FINANCIAL DETAILS

Bank Name:	
Bank Address:	
City:	
Postal Code:	
Country:	
Telephone:	Fax:
Email	
Website:	

Paid Up Capital	
IBAN No.	

Auditor Name:	
Auditor Address:	
City:	
Postal Code:	
Country:	
Telephone:	Fax:
Email	
Website:	

SECTION 3

COMPANY'S RESSOURCES

1. Company Structure

a. Applicant to provide organization chart indicating the Company structure, staffing numbers, positions, functions and responsibilities.

b. Applicant is to indicate type of firm and social capital

c. If relevant, the Applicant is to indicate how the Company uses sub-companies, (e.g., indicate how often and for what type of work sub-companies may be used).

d. Describe any long-term arrangements / partnerships with Sub-Contractor(s). Provide references from sub-companies indicating their roles, relations and long term arrangements, if any).

e. Applicant to provide clear color copies of the following valid documents:
   - Department of Municipal affairs Contractor's Classification Certificate;
   - Department of Economic Development License;
   - Abu Dhabi Chamber Certificate;
   - Letter of Financial Capability;
   - Articles of Association of the firm;
   - Power of Attorney legalized by the Abu Dhabi law courts.
   - Provide proof of registration with the Abu Dhabi EHSMS Centre

f. Applicant to provide an undertaking letter stating that the company:
   - satisfies its fiscal, social and legal obligations;
   - has not been the subject of a conviction for breaches of the commercial and labor rights or for acts of corruption, trafficking or money laundering
   - is not in bankruptcy, liquidation or receivership.

2. Personnel

a. Applicant to provide a list of all employees and labors issued by the Ministry of Labor.

b. Applicant to provide a breakdown of the present number of permanent employees and personnel on direct hire.

c. Applicant to provide CVs of Senior Management personnel and key personnel (including

OHS officer) clearly indicating level of experience, qualifications, relevant skills, specific abilities and competencies. List of supervisory staff and total permanent staff over the past 3 years and possibly significant material resources.

d. Applicant to provide name and CVs of project manager that will be dedicated to this project.

3. Equipments

a. Applicant to provide the identification and description (type, age, condition, etc.) of plants, equipment and specialized tools owned by the Firm.

b. Applicant to provide details of available external sources for regular supply of plants / equipments.

4. Financial Capacity

a. The Applicant shall indicate the name and address of bankers from whom references can be obtained.

b. The Applicant shall attach copies of the company's previous five years' financial statements (profit/loss, assets/liabilities, other schedules and notes), including auditors' reports, and any other additional financial data to be considered. The reports must demonstrate the current soundness of The Applicant's financial position and indicate its prospective long-term profitability.

c. The applicant shall demonstrate its minimum average annual construction turnover calculated as total certified payments received for contracts in progress and/or completed within the last 3years, divided by three years.

d. The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other means, independent of any contractual advance payment, sufficient to meet the cash flow requirements for the Contract in the event of stoppage, start-up, or other delays in payment.

e. The Applicant shall also demonstrate that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

SECTION 4

COMPANY'S WORK HISTORY

1. Cover letter
   Applicant should provide a cover letter outlining its relevant experiences for specific project described above. This letter should also summarize the applicant motivation and should not exceed of 2 pages maximum recto in Italian format.

2. Work History (completed projects)

   Work history should be a list of references of the contractor and/or consortium for performances executed or in progress similar or equivalent to the scope of this consultation.

A: general

Applicant to provide details of executed projects during the last five years. The following information is to be provided for each project:

- Client's Name;
- Client's Address;
- Client's Representative (Full name and Contact Details);
- Project Name;
- Project status (completed, on-going etc..)
- Project built-up area
- Project Location (City, Plot Number and Sector Number);
- Brief Description of Work Performed;
- Consultant Name and Contact Details;
- Major Sub-Contractors;
- Project Original Value;
- Project Value at Completion;
- Project Contract / Scheduled Time Frame;
- Project Actual Duration;
- Project Photographs

The list of projects shall be divided into the following sections:

- Educational Buildings
- Residential and Commercial Buildings;
- Public buildings
- Interior Fit-Out
- Infrastructure Works;
- Landscaping

B: 5 "exemplary" buildings

Applicant will draw up a list of 5 to 10 projects in progress or completed which he would like to highlight to demonstrate his capacities and the quality of his achievements. He will select these five building considering that they are relevant to the nature, scope, and complexity of the project. This selection should cover buildings of any type of use but will have to cost more than AED 15 million and have been built in the last 5 years or have to be under construction. The selected buildings should present similar scope to the project. At least one school building reference with ADEC will be appreciated. Applicants are encouraged to attach the certificates and / or recommendations of the clients and / or users for these buildings.

These selected references should at least list the same information as mentioned above (general work history).

3. Works currently undertaken

Applicant to provide details of projects currently in the execution phase and for which a contract has been signed with the Owner. The following information is to be provided for each project:

- Client's Name;
- Client's Address;
- Client's Representative (Full name and Contact Details);

- Project Name;
- Project Location (City, Plot Number and Sector Number);
- Brief Description of Work Performed;
- Consultant Name and Contact Details;
- Major Sub-Contractors;
- Project Original Value;
- Project Contract / Scheduled Time Frame;

The list of projects shall be divided in the following sections:

- Educational Buildings
- Residential and Commercial Buildings;
- Public buildings
- Interior Fit-Out
- Infrastructure Works;
- Landscaping

4. Letters of Appreciations and Awards

Applicant to provide copies of letters of appreciations and / or awards received from Clients and / or Government Organizations for projects already completed. Details of projects to be provided for each letter / award.

SECTION 5

ADDITIONAL QUESTIONNAIRE

1. **Contractor possesses a valid and current Abu Dhabi Emirate trade license issued from the Department of Economic Development and has a membership certificate issued by Abu Dhabi Chamber.**

   □□Yes □□No

   If Yes; Both copies to be provided

2. **Has there been any change in ownership of the Firm at any time during the last five (5) years?**

   □□Yes □□No

   If Yes; explain on a separate signed page

3. **Has your trade license been revoked at any time in the last five (5) years?**

   □□Yes □□No

   If Yes; explain on a separate signed page

4. **In the last five (5) years has your Firm been denied an award of a public or private works contract based on a finding by a public agency that your company was not a responsible bidder?**

   □□Yes □□No

   If Yes; explain on a separate signed page

5. **At the time of submitting this pre-qualification document, is your firm ineligible to bid on or be awarded a public or private works contract, or perform as a sub contractor on a public or private works contract.**

   □□Yes □□No

   If Yes; explain on a separate signed page and state the beginning and ending dates of the period of debarment.

Has your Firm ever failed to complete any awarded works?

□□Yes □□No

If Yes; explain on a separate signed page

6. **Has any Officer or Partner of your Firm ever failed to complete a contract handled in his own name? If so, state name of individual, name of owner, location and type of project, and reason for the failure to complete.**

□□Yes □□No

If Yes; state name of individual, name of Owner, location and type of project and reason for the failure to complete.

7. **In the Firm currently the debtor in a bankruptcy case?**

□□Yes □□No

If Yes; attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed.

8. **Has the company been under the protection of a bankruptcy court, or has the company had any pending petition in such a court, or made as assignment for the benefit of creditors?**

□□Yes □□No

If Yes; provide details on a separate signed page.

9. **In the past five (5) years has any claim against your Firm concerning your Firm's work on a construction project been filed in court or arbitration?**

□□Yes □□No

If Yes; provide details on a separate signed page, clearly identifying the claim and the project details.

10. **Contractor has a liability insurance policy with a policy limit of per occurrence and aggregate.**

□□Yes □□No

If Yes; provide details on a separate signed pag

11. Are you capable and prepared to take full responsibility for engineering design matters, procurement and construction projects, from front end engineering design stage (as issued by the Client) to successful completion of such projects including commissioning and performance testing of the completed project?

□□Yes □□No

12. Does your current workload show that you are now active in the construction industry and that this workload is consistent with you current resources and financial standing, and that additional work being considered by the Client would not overstretch you capability?

□□Yes □□No

13. Are you currently employing your own personnel and resources, which are of adequate number and expertise for a company active in the construction industry?

□□Yes □□No

14. Does your Firm have access to additional personnel and resources if required to boost the capability of award of work the company.

□□Yes □□No

15. Does your Firm have its account blocked at any time with the Ministry of Labor in the last five (5) years?

□□Yes □□No

If Yes; provide details

16. Does your Firm have accommodation for all labors as per the regulations issued by M/s Zones Corp.?

□□Yes □□No

17. Is your Company certified to ISO 9001 : 2015 or equivalent?

□□Yes □□No

If Yes; provide an uncontrolled copy of your quality assurance manual and a copy of the registration certificate.

If No; please briefly describe your quality assurance system.

18. Is your Company certified to ISO 14000: 2015 (Environmental Management Systems).

□□Yes □□No

If Yes; provide an uncontrolled copy of your environmental manual and a copy of the registration certificate.

If No; please briefly describe your environment protection and waste management systems.

The provided document shall clearly show how you contribute to environmental protection and also the competency of your employees.

19. Is your Company certified to OHSAS 18001 (Occupational Health and Safety Management Systems).

□□Yes □□No

If Yes; provide an uncontrolled copy of the document describing the core elements of your occupational health and safety management system and a copy of the registration certificate.

If No; please briefly describe your health and safety procedures.

20. Is your Company registered with Abu Dhabi EHSMS Center?

□□Yes □□No

If Yes; provide a copy of your registration certificate.

If No; please briefly describe the status of registration and approval with this Authority.

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