

**FOOD & AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
AFGHANISTAN**

*The Program for the Improvement of Irrigation Systems & Construction
Irrigation projects in Kabul, Bamyan and Kapisa Provinces, Afghanistan
(GCP/AFG/077/JPN)*

**Performa for Pre-qualification of Companies /Firms
For
Construction of Irrigation projects**

November 2014

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1.0 INTRODUCTION

1.1 Pre-qualification and the Purpose:

Pre-qualification is an assessment made by the Organization, of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid. Pre-qualification of companies is very useful for the Organization (also to the companies) to carry out selection of firms for award of contracts. The basic aim of the pre-qualification is intended to eliminate, early in procurement proceedings, companies that are not suitably qualified to perform the Contract. Also sometimes companies are reluctant to participate in procurement proceedings for high value contracts, if the competitive field is too large and where they run the risk of having to compete with unrealistic tenders submitted by unqualified or disreputable companies. Furthermore, the prequalification is the basic tool to:

- (i) Encourage realistic bids by the Bidders because they know that they are competing against qualified bidders who have cleared the minimum competence criteria;
- (ii) Assess the interest of the prospective bidders in the bidding process;
- (iii) Make any adjustments/modifications in the bidding documents if a pointer is available from the lack of interest by the prospective bidders applying for pre-qualification;
- (iv) Reduce the effort and so the time in evaluation of bids from un-qualified bidders;
- (v) Help the bidders to evaluate and take stock of their capability and consequently to form joint ventures with other firms;
- (vi) Reduce the problems associated with low priced bids from bidders of doubtful capability and;
- (vii) Help the bidders who are insufficiently qualified to avoid the expense of bidding.

Thus, the pre-qualification specifically means selection of competent companies/bidders prior to issuance of the invitations to bid. It is required for large or complex works, in certain cases for custom designed equipment and specialized services. It also helps in saving the Organizations from numerous un-necessary problems.

1.2 The Project Background:

The Programme for the Improvement of Irrigation Systems in Kabul, Bamyan and Kapisa Provinces, Afghanistan is a UNFAO programme operational since May 2013. The Programme aims, amongst others, the rehabilitation of irrigation systems in selected canals in *Kabul, Bamyan and Kapisa Provinces*.

2.0 SOLICITATION OF 'EXPRESSION OF INTEREST' FOR PRE-QUALIFICATION

1. **The Project –GCP/AFG/077/JPN** has been entrusted with the execution of projects for construction of Irrigation schemes in selected canals in *Kabul, Bamyan and Kapisa Provinces*. Therefore, in order to streamline the works and identify capable and committed companies/firms, the Organization aims to pre-qualify the deserving companies.
2. The FAO hereinafter the Organization intends to prequalify companies for the following works:
Construction of Irrigation schemes in *Kabul, Bamyan and Kapisa Provinces, Afghanistan* (complete work)
3. Pre-qualification is open to companies/joint ventures of companies who are registered with Afghanistan Investment Support Agency (AISA) of Government of Afghanistan /Ministry of

Urban Planning & Construction or Ministry of Public Works for Construction and Operation of Engineering Works, described in para 2 mentioned hereabove. Applications may be submitted for pre-qualification for the above Works.

4. Interested registered companies may download / obtain the prequalification documents from the FAO website or can also be obtain from Food and Agriculture Organization of the United Nations, Ministry of Agriculture, Irrigation and Livestock, Jamal Mina, Opposite Kabul University, Kabul.
5. Applications for Pre-qualification must be delivered in closed envelopes by hand, courier or through registered mail, to:-

Food and Agriculture Organization of the United Nations
Ministry of Agriculture, Irrigation and Livestock
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan

Not later than **Wednesday, 31 December 2014**, 16:00 hours, Afghanistan time
And be clearly marked "**Application for Pre-qualification**" for:

Construction of Irrigation schemes in Kabul, Bamyan and Kapisa Provinces, Afghanistan (complete work)

6. Applicants will be informed, in due course, of the result of the evaluation of applications. Only the firms or companies (supply & installation companies; manufacturing & installation companies as well as joint ventures companies) prequalified under this process will be invited to bid.

3.0 INSTRUCTIONS TO APPLICANTS

1. Applications for pre-qualification (one original and one copy) must be received in closed envelopes to be delivered by hand or through registered mail to:-
Food & Agriculture Organization of the United Nations, Afghanistan
Ministry of Agriculture, Irrigation and Livestock
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan
And be clearly marked "Application for Pre-qualification" for **Construction of Irrigation schemes in Kabul, Bamyan and Kapisa Provinces, Afghanistan (complete work)**
 2. The applications shall be prepared in English language. Information in any other language shall be accomplished by its translation in English. Organization reserves the rights for Pre-qualification in case of non-compliance of the above requirement.
3. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
4. Clarification if required may be asked by post/other communication means to UNFAO, Afghanistan (email: ilhom.muhomeдиеv.fao.org)

4.0 QUALIFICATION CRITERIA

4.1 General

Pre-qualification will be based on all the criteria given in succeeding paragraphs 4.2 to 4.6 regarding the Applicant's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the forms attached to this Performa. The Organization reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venter.

4.2 Experience

The Applicant shall meet the following minimum criteria:-

- Average annual turnover which is also termed as Income from contracting, Revenue and is defined as billing for works in progress and completed over the last five years costing **USD 0.5 million** or more of projects.
- Successful experience as prime contractor in the execution of at least **three** projects of a nature and complexity comparable to the proposed contract(s) within the last five years. This experience should include minimum of **UDS 300,000** construction work per year of value of executed.

The Applicant is required to provide information on the work experiences as per prescribed table in Appendix 3.

4.3 Personnel Capabilities

The Applicant must have in his employment suitably qualified personnel to fill the key management and specialized positions. The Applicant is required to provide information on the availability of candidates as per prescribed table in Appendix 4.

4.4 Equipment Capabilities

The Applicant should own or have assured access to (through rental, lease, purchase agreement or other means), the key items of equipment (limited to only major items of equipment) in full working order and must demonstrate that based on known commitments, these will be available for deployment on the proposed contract or works. The Applicant may also list alternative equipment which he would propose for the contract together with an explanation of the alternate proposal. The Applicant is required to provide information on the equipment capabilities as per prescribed table in Appendix 5.

4.5 Financial Position

The Applicant should demonstrate that he has access to, or have available liquid assets, un-encumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for the execution of works. Applicant's commitments for other ongoing contracts shall also be considered.

The audited balance sheets for the past five years should demonstrate the soundness of the Applicant's financial position, showing long term profitability. Where necessary, the Organization may enquire with the Applicant's bankers. The Applicant is required to provide information on the financial capability as per prescribed table in Appendix 6.

4.6 Litigation History

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution over the last five year as per prescribed table in Appendix-7. A consistent history of award against the Applicant or any partner of a joint venture may result in rejection of the application.

4.7 Joint Venture (JV)

Joint Venture must comply with the following requirements:-

- a) Following are minimum qualification requirements:-
 - i) The lead partner shall meet not less than 40% percent of all the qualifying criteria given in paras 4.2 and 4.6 heretofore.
 - ii) Each of the partners shall meet not less 25% of all qualifying criteria given in paras 4.2 and 4.6 heretofore.
 - iii) The joint venture must collectively satisfy the criteria of paras 4.2 to 4.6, for which purpose the relevant figures for each of the partners shall be added together to arrive at the JVs total capacity. Individual members must satisfy each of the requirements of paras 4.2 and 4.6 hereto.
- b) Any change in a pre-qualified JV after prequalification, shall be subject to the written approval of the Organization prior to the deadline for submission of bids. Such approval may be denied if:-
 - i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
 - iii) In the opinion of the Organization, a substantial reduction in competition would result.
- c) Application shall be signed by all members in JV so as to legally bind all partners, joint and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

The prequalification of JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association, In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of JV has requested/shall request for the same and then his prequalification shall be subject to the written approval of the Organization.

4.8 Conflict of Interest

The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other pre-qualification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in disqualification of the Applicant. The

Applicant is required to provide information on the Joint Venture (JV) as per prescribed table in Appendix 8.

4.9 Updating Prequalification Information

Applicant shall be required to update the financial, personnel, and equipment information used for pre-qualification at the time of submitting their bids, to confirm their continued compliance with the qualification criteria and verification of the information provided at the time of prequalification. A bid shall be rejected if the Applicant's qualification thresholds no longer meet at the time of bidding.

4.10 Other Factors

4.10.1 Only firms and JVs that have been pre-qualified under this procedure shall be invited to bid. A qualified firm or a member of qualified JV may participate only in one bid for the contract. If a firm submits more than one bid, singly or as a JV, all bids including that bidder will be rejected.

4.10.2 The Organization reserves the right to:-

- a) Amend the scope and value of any contracts(s) to bid, in which event the bidder(s) will only among those pre-qualified bidders who meet the requirements of the contract(s) as amended. However the Organization has to review the disqualified bids who originally do not meet the specified criteria for prequalification.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Organization shall neither be liable for any such actions nor be under any obligation to inform Applicant of the ground for rejection, however, maybe debriefing is solicited.

4.10.3 Applicants will be informed in writing by fax or mail within thirty days of the date for submission of applications of the result of their applications and maybe debriefed if solicited.

5 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 4 along with other factors shall be considered for pre-qualification. History of excessive contract arbitrations and litigation resulting in decision against them will be considered sufficient grounds for dis-qualification. In order to be pre-qualified, the Applicant must score at least 60 marks out of 100 (full marks).

Sample of Application Letter

[Letterhead paper of the Applicant, or partner Responsible for a joint venture, including full Postal address, telephone no. fax no., telex ,. Cable and e-mail address]

Date: 23 Nov, 2014

Food and Agriculture Organization of the United Nations
Ministry of Agriculture, Irrigation and Livestock
Jamal Mina, Opposite Kabul University
Kabul, Afghanistan.

Sir,

1. We have thoroughly reviewed and fully understood all the pre-qualification information provided, and hereby apply to be pre-qualified as a bidder for the contract for the construction of Irrigation Schemes/ Structures including completion and remedying defect during maintenance period.
2. Attached to this letter are copies of original documents defining:
 - a. The Applicant's legal status, registration
 - b. The principal place of business; and
 - c. The place of incorporation (for applicants who are corporation); or the place of registration and the nationality of the owners (for applicants who are in partnership or individually owned firms).
 - d. Other completed formats as requested in Performa
3. Your Organization and its authorized representatives are hereby authorized to conduct any inquiry or investigation to verify the statements, documents and information submitted in connection with this application, and to seek clarification regarding any financial and technical aspects. This **Application** will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this **application, or with regard to the resources, experience and competence of our company/ firm.**
4. We confirm that we are enclosing required valid photocopy of registration, Audited & Balance Sheet for past five years, performance certificates, work orders of works in hand, Affidavit confirmation not blacklisted on any work, no going litigation, and registration with other departments if any.
5. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every details to the best of our knowledge.

Signed	Signed
Name	Name
For and on behalf of (name of applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

Note: Please place your company's seal.

Brief Profile of Company /Firm

1. Name of Company :
2. Address :
3. Contact Address : (email, telephone #)
4. Year of Establishment :
5. Company Registration # :
6. Type of Company : (manufacturing, supplier, civil contractor, others specify)
7. Main Area of Business : (Civil construction works;
Construction of irrigation structures and Rural
infrastructure; others)
8. No of Staff (present) : (Specify-Manager, engineers, technicians, non-skilled etc)
9. Possession of equipment /instruments : (Computers, survey equipment, construction equipment,
manufacturing/transport /workshop equipment)
10. No / type of projects completed: (major projects within last 5 years only)
11. Area of specialization (Specifically in construction of irrigation structures,
etc)
12. References :

Work Experience

A. Completion of Irrigation Projects

(Within last five years only)

S. N.	Name of Project	Location	Year of Completion	Supporting Organization (NSP, PRT, USAID, FP, GIZ ,etc)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

B. Completion of Other Projects (Irrigation, Dam etc)

(Within last 5 years only)

S. N.	Name of Project	Location	Capacity /Magnitude	Organiza-tion	Year of Completion	Total Contract Amount USD	Remarks
1							
2							
3							
4							
5							

Note: In capacity/magnitude, mention about irrigation command area, length of canal, height & capacity of dam etc.

Human Resource (Personnel) Capability

Position	Availability Yes/No	Years of Experience if yes	Remarks <small>(any other information that qualifies the statement)</small>
1. Project Manager			
2. Assistant Project Manager			
3. Planning Engineer			
4. Civil Engineer			
5. Health Safety and environmental Engineer			
6. Quantity Surveyor			
7. Site Engineer /Supervisor			
8. Technicians for construction works			
9. Surveyors			
10. Junior Engineer (Overseer)			
11. (Others)			
12.			

Note: If the manpower is available, mention about their full time/ part time engagement/ availability. Please also include the CVs of candidates.

Equipment Capability

Sr. No.	Equipment type and Characteristics	Number the company possess at present	Can avail by means of rent, lease, hire etc	Remarks
1. 2. 3. 4. 5. 6. 7. 8 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20 21 22 23 24	Theodolite/ Abney level and leveling instrument Mortar vehicle Concrete mixer Plate compactor Steel bar cutting and bending machine Computer (P 4) Printers Photocopier Fax Machine Transit Mixer Batching Plant 35 cm/hr Concrete pump Water pump Measuring tape (30 m, 50 m) Hand tape (5 m) Spirit Level GPS Hoist, folding ladder Electric generator (~5 kVA) Slump test cone & concrete test cubes Concrete vibrators Conductivity Meter			For flow measurement thru salt dilution method

Financial Capability

A. Bank Information

Banker	Name of Banker:
	Address of Banker
	Telephone #:
	Contact Name & Title:
	Fax #: Telex:

Note: Each applicant or partner of a joint venture must fill-in this form to provide financial information to demonstrate that they meet the requirement for the projects being opted for pre-qualification. A copy of the audited balance sheets should be attached.

B. Assets & Liabilities:

Financial Information in USD. Or equivalent	Actual: Previous Five Years					Projected: Next Two Years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes **							

Note: Summarize actual assets and liabilities in USD (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in USD equivalent for the next two years.

C. Possible Source of Financing

Source of Financing	Amount (USD)
1.	
2.	
3.	
4.	

Note: Attach audited financial statements for the **Last Five Years** (for individual applicants or each partner of joint venture). Firm's owned by individuals, and partnerships, may submit their balance sheets certified by a **Registered Accountant**, and supported by copies of **Tax Returns**, if audits are not required by the laws of their countries of origin in case of foreign firms.

D. Current Contract Commitments / Works in Progress

Name of Contract	Value of Outstanding Work (equivalent USD)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		

Note: Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial **Completion Certificate** has yet to be issued.

Litigation History

Year	Award FOR or AGAINST Applicant	Name of Client, cause of litigation, and matter in dispute	Disputed amount (current value USD)

Note: Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Joint Venture Companies
A. Partnership Detail

Name of all Partners of Joint Venture Companies
1. Leader Partner:
2. Partner:
3. Partner:
4. Partner

B. Value of annual turnover, in terms of work billed to clients

Partner	Year 1	Year 2	Year 3	Year 4	Year 5	Remarks
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
Total:						

**PERFORMANCE CERTIFICATE
(For each project)**

NAME OF ORGANIZATION

NAME OF PROJECT

NAME OF CONSULTANT (IF EMPLOYED)

STARTING DATE

ORIGINAL COMPLETION DATE

ACTUAL COMPLETION DATE

DELAY PERIOD

LIQUIDATED DAMAGES

ORIGINAL CONTRACT VALUE

VALUE OF WORK DONE UPTO FINAL BILL

ENGINEERS /TECHNICIANS EMPLOYED DURING THE EXECUTION OF THE WORK

(Name including father's name and AISA Registration No.)

- a.
- b.
- c.
- d.

QUALITY OF WORKS COMPLETED WITH PERFORMANCE AND REMARKS BY
ORGANIZATION

CONTRACTOR
(Name of firm and category with official seal)
(Signatures of Chief Executive)

ORGANIZATION
(Signatures, Name and official seal)