

PQ-Documents

- **Letter of Invitation for Prequalification**
- **Prequalification Document for Consulting Services**

IMPROVED WATER AND WASTEWATER SERVICES PROGRAMME (IWSP 1)

Invitation for Pre-Qualification

for

**Consulting Services for
Supervision of Construction Works**

Arab Republic of Egypt

INVITATION FOR PREQUALIFICATION

1. The Holding Company for Water & Wastewater (HCWW), on behalf of the Affiliated Companies (ACs) participating in the Improved Water and Wastewater Services Programme (IWSP 1) hereby invites qualified independent Consultants to submit prequalification document for consulting services required Funds have been earmarked for the IWSP 1 by the Egyptian Government with the European Development Partners (EDPs), comprising the Agence Française de Développement (AfD), the European Commission (EC), the European Investment Bank (EIB) and the Kreditanstalt für Wiederaufbau (KfW, Lead Financing Institution).
2. The Project Implementing Agencies will be the ACs, represented by their respective Project Implementation Units (PIU):
 - Sharkia Water and Wastewater Company;
 - Gharbia Water and Wastewater Company;
 - Damietta Water and Wastewater Company;
 - Beheira Water and Wastewater Company.

In the course of the Egyptian-German Government Negotiations in September 2006 both sides agreed to intensify the cooperation in the focal sector of water supply and sanitation. It was agreed to initiate a sector-wide programme approach, open for other development partners engaged in the sector. Assistance was requested from the Egyptian side to investigate potential investment measures in the Nile Delta Governorates of Sharkia, Gharbia, Damietta and Beheira (total population about 15 million). The EDPs have agreed to provide funds for the IWSP 1 for an investment component improving the physical water supply and wastewater collection and treatment facilities of the ACs in the Governorates of Sharkia, Gharbia, Damietta and Beheira. In addition to the improvements of the physical facilities of the ACs in the four Governorates, the IWSP 1 provides financing for Technical Assistance (TA) to support further capacity development of these companies and their holding company i.e. the HCWW. No taxes or customs may be paid from the grant funding, this will be elaborated in the tender dossiers.

3. The implementation of the Phase 1 of the IWSP 1 commenced in December 2010 with a duration of about five (5) years. Phase 2 started in March 2015 with an estimated duration of about three (3) years. The programme is designed to have a high degree of flexibility regarding the institutional and investment measures. The envisaged investment under the IWSP 1 amounts to EUR 272 million.
4. The Consulting Services requested through these "Invitation for pre-qualification" refer to projects for the **Sharkia** Water and Wastewater Company. An initial, indicative list of the projects expected to be covered under this prequalification process is provided in Annex 1. This list will be updated periodically and projects may be added or deleted.

The specific works to be covered by each Consulting Services package will be determined in accordance with the IWSP 1 procedures as laid down and agreed between the HCWW and EDPs. It is anticipated that projects may be assigned to Consultants singly or in groups and that more than one Consultant will be appointed for the company.

It is expected that one Consultant will provide all of the services for any one project, subject to satisfactory performance.

Separate prequalification(s) will be carried out for projects requiring international tendering in accordance with the IWSP 1 procedures.

All tendering and procurement will be carried out in accordance with the IWSP 1 Manual of Procedures, KfW Procurement Guidelines and Egyptian tender law.

5. The tasks of the Consultant shall comprise some or all of the following duties related to the Projects:
 - Supervision of Construction and Project Management; and
 - Assistance to the PIU during the Defects Notification Period.

The scope of services will be determined for each project according to requirements.

The above specified services are to be provided by a team of local / regional experts and specialists, who are experienced in similar works and under similar conditions and constraints. Experience in working on international donor and/or lending agency funded projects in Egypt is essential. Efficient management and backstopping staff capacity should be available to supervise the team.

6. Interested Consultants should inform the PIU of **Sharkia Water and Wastewater Company** and the **Project Management Unit** (PMU) of the HCWW about the receipt of the invitation and whether or not they will submit a pre-qualification document. They shall include their e-mail contact details. All clarification communications will be carried out by e-mail and official clarifications will be published on the IWSP web site.
7. Requests for clarifications shall be submitted by e-mail no later than 15 days before the deadline for submission.
8. All returned Prequalification Documents, in English consisting of **one original and 3 copies**, must be delivered in sealed envelopes to the:

PIU Sharkia Water and Wastewater Company
Attention: (PIU Manager)
29 Saad Zaghloul Street
Zagazig, Sharkia, Arab Republic of Egypt
Phone: +20 55 230 2532

The Two (2) additional copies must be submitted for the PMU and the Implementation Consultant (IC) to the following address:

Head of Project Management Unit
IWSP 1 Office
14 Al Saleh Ayoub, 6th Floor
Zamalek, Cairo, Arab Republic of Egypt
E-mail: iwsp1consultants@gmail.com

Prequalification Documents should be marked as follows:

*Improved Water and Wastewater Programme (IWSP 1),
Prequalification of Supervision Consultants
Sharkia Governorate Projects*

not later than 12.00 hours, **Wednesday, 14 June 2017**

9. It is planned to establish a separate short-list of prequalified Consultant companies (Consultant) for the company.

Consultants shall specify which technical fields they are applying for:

- Wastewater treatment plant projects;
- Wastewater network projects.

Consultants shall demonstrate adequate experience in each and every category that they apply for.

The pre-qualification will be valid for 24 months. Consultants will be invited to submit bids for the projects issued by the companies for which they have been selected and within the fields they have been shortlisted.

10. The pre-qualification document is in English language, it is obligatory to submit English copies, and, if wanted Arabic translations. However, the submitted prequalification shall have the following structure and content:

- 1 Summary presentation of firm(s) and – in case of an association – intended contractual arrangement and the lead Consultant (including letters of intent of participating firms).
- 2 Audited statements of the Consultant's financial strength (for each partner of an association):
 - Table summarising the turn-overs and the income statements of the last 3 years;
 - Balance sheets and income statements of the last 3 years;
 - Bank reference including statement on total and available credit line / guarantee limit.
- 3 Subsequently the Consultant shall provide evidence of his experience gained in the last 10 years. The references shall be presented separately for each partner of a consulting association. He shall prepare relevant lists of project references (a sample is given in Annex 2) which should cover each of the fields they have applied for. In additional, he shall cover the following:
 - Experience in working under similar working conditions in Egypt, with particular emphasis on projects undertaken in the companies and in the Nile Delta;
 - Experiences in working on international donor and/or lending agency funded and/or assisted projects in Egypt (preferably in the water and sanitation sector).
- 4 Furthermore the Consultant shall demonstrate his suitability for the assistance with contractual issues, management and administration of construction works, quality and quantity control, and in construction supervision for sewerage projects relevant to the technical fields applied for, indicating:
 - Review, evaluation and approval of shop drawings and final designs (final designs only applicable for WWTP works contracts based on FIDIC conditions);
 - Review, evaluation and approval of material and equipment approval requests (civil, mechanical, electrical, electro-mechanical);
 - Witnessing and analysing material tests and recommending appropriate actions;
 - Monitoring, controlling and certifying continuously the quality and quantity of temporary and permanent works; issuing site instructions, field notices etc.;
 - Checking the safety and environmental protection measures and initiating appropriate actions;
 - Monitoring the Work Contractor's work programme and instructing appropriate measures in case of non-compliance;
 - Actively cooperating with all involved parties and recommending solutions in case of problems;
 - Attending regular site meetings and issuing the minutes of meetings;
 - Monitoring the financial issues and reviewing and certifying Contractor's payment requests; incl. final payment certificate;
 - Checking and ensuring the validity of all legal documents such as insurance policies, advance payment and performance securities, etc.;
 - Review and valuation of variation order requests;
 - Witnessing and certifying the commissioning of works;
 - Review and approval of Contractor's operation and maintenance manuals.

The Consultant shall provide a short text, maximum 2 DIN A4 pages, indicating his project-specific experience as well as (in case of an association / joint venture) the envisaged task distribution. Furthermore, a list of projects indicating the Consultant's experience in the above fields shall be submitted (independent for each partner in case of an association / joint venture). Alternatively, the Consultant may present the required information in the lists presented. In this case the information relevant to the above fields shall be high-lighted.

- 5 Consultant's personnel in regard to the expected services (individually for each partner in case of an association):
 - firm's range of experience and expertise and general staff situation (list of staff and their qualifications similar to the list given in Annex 3);
 - 6 Brief curricula vitae (max. 4 pages) of the Consultant's permanent staff and long-term associates experienced in the monitoring and backstopping of project teams, especially in the scope of EDP funded projects:
 - General backstopper (shall be employed by the lead company in any association / joint venture); in the fields mentioned under 10.4;
 - Team Leader, Site Supervisors (Civil, Electrical, E/M) etc. in the fields mentioned under 10.4.
 - 7 The original pre-qualification documents shall be original signed and stamped as proof of registration.
11. Interested Consultants are requested to submit concise, clear and relevant documents, which can easily be scrutinised, and to adhere to the above structure. The non-provision of the "Declaration of Undertaking" and/or the non-compliance or faulty information may be a reason for disqualification (Annex 4).
 12. The evaluation procedure for the pre-qualification process shall be done in accordance with the "Guidelines for Assignment of Consultants in Financial Co-operation Projects" (can be obtained under the KfW homepage, www.kfw.de) and HCWW by-laws.
 13. The specific evaluation criteria determined for this pre-qualification are presented in the table below.

#	Criteria	Maximum Score
1.	Evidence of relevant experience gained by Consultants during the past 10 years (company's experience)	50
1.1	Experience in handling similar projects in the sewerage collection and wastewater treatment sector in Egypt	35
1.2	Experience with working on international donor and/or lending agency funded projects in Egypt (preferably in the water and sanitation sector)	15
2.	Specific project-related qualification (experience of the available experts)	30
2.1	Assessment of available technical expertise specific to the project, especially in the following fields: <ul style="list-style-type: none"> - Review and evaluation of sewerage collection systems and wastewater treatment facilities; - Review of detailed designs, including hydraulic, process and structural calculations, and drawings (applicable only for WWTP Works contracts based on FIDIC Yellow Book); - Construction supervision of sewerage collection systems and wastewater treatment plants and facilities. 	20
2.2	Assessment of the personnel structure in <u>permanent employment</u> with regard to the tasks expected (sewerage and sanitation engineers, wastewater treatment specialists, contracts specialists, quality control expert, HSE expert, quantity surveyor)	5
2.3	Form of the application documents: are they clear, concise, complete, meaningful, related to the project and prepared with care?	5
3.	Financial Capacity and Soundness	20
3.1	Assessment of the Consultant's financial turnover over the past 3 years, the Consultant shall demonstrate turnover that shows adequate capacity to undertake the envisaged projects, with higher score for stable or increasing turnover over the 3 year period. <ul style="list-style-type: none"> - Consultants shall demonstrate a minimum average turnover of EGP 4 million per annum over the past 3 years; - Consultants with limited turnover may be restricted to the size and number of projects they may undertake. 	15
3.2	Assessment of the Consultant's profitability; the Consultant shall demonstrate	5

#	Criteria	Maximum Score
	reasonable and stable profitability over the 3 year period to maintain a stable commercial operation.	

14. After having completed the evaluation of the pre-qualification documents, the shortlists will be selected as follows:
 - A short-list of Consultants which achieve 70 points or more will be established, separate for each AC and separated by a) sewerage networks and b) WWTPs.
 - The shortlist shall however be limited to the five (5) best placed i.e. highest ranked, Consultants.
 - Short-listed firms will be invited to submit a technical and financial proposals for specific projects for the affiliated companies they have been shortlisted.
 - If, for any reason a Consultant drops from the list, the related PIU has the right to replace him with the next highest ranked Consultant in the original evaluation, provided the next ranked Consultant has achieved the minimum required points of 70 points.
 - Not prequalified Consultants will be informed accordingly. The PIU is not bound to select any Consultant.
15. Consultants (or any of their affiliates, subsidiaries, or their holding companies) shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the Consultants. It is a requirement of the IWSP 1, in accordance with KfW Guidelines, that the Consultants to be neutral and independent of potential suppliers to the project. Members of an association of firms may take part in the present project either as Consultants or as manufacturers and/or suppliers and/or construction firms. The Consultants shall reveal any links with other firms and give a binding declaration that should they be awarded the contract the firms with which they are associated will not intend to take part in the project in any other form.
16. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience is available to them. The pre-qualification documents need to clearly state the envisaged contractual arrangements and the envisaged task distribution. Declarations of cooperation from the different partners have to be provided.
17. It is a requirement of IWSP 1 and in line with KfW policy to require that the Consultants observe the highest standard of ethics during the selection and execution of the contract. Consultants should be aware that any fraudulent or corrupt activities will disqualify them immediately from this programme, and may be subject to further legal investigation. They acknowledge this by signing the attached declaration (Annex 4). In case of an association this declaration has to be signed by each of the companies comprising the association.
18. All costs towards a site visit, obtaining information / data and preparation / submission of the pre-qualification document, meetings, negotiations, etc. in relation to the pre-qualification or the subsequent proposal shall be borne by the Consultants themselves.
19. At any time, the PIU either at its own initiative or in response to clarifications requested by an interested Consultant may modify the request for pre-qualification. Such amendment(s) shall be sent in writing by facsimile or e-mail to all parties, who have informed the PIU about their participation. Consultants shall promptly acknowledge to PIU receipt thereof in writing.
20. Consultants shall treat this request for pre-qualification and its contents as confidential. Although details presented in this request have been compiled with all reasonable care, it is the Consultants' responsibility to satisfy them that the information is adequate and that there are no conflicts between various statements.
21. The preparation and the submission of the pre-qualification document is the responsibility of the Consultant and no relief or consideration can be given for errors and omissions.
22. After opening the documents and until the short-listing of the pre-qualified Consultants, no correspondence of any type shall be entertained unless called for by the PIU.

Annexes

- Annex 1 Indicative Project List
- Annex 2 Consultant's Experience - Sample
- Annex 3 Consultant's Personnel - Sample
- Annex 4 Declaration of Undertaking

Annex 1: Indicative List of Projects

Phase 2

#	Cluster	Project Number	Phase 2 Project Designation	Project Type
Sharkia				
1	Fakos	S-SN-P2-02	El Taweela	SN
2	Fakos	S-SN-P2-03	El Dmeen	SN
	Abo Kbeer		Asar, K. El Shobaky, El Tal, El Maslamiya	SN
			El Rahmania	
			Khelwet El Shorafa	
3	Fakos 4	S-ST-P2-01	El Sawaleh WWTP (new)	WWTP
4	Fakos 5	S-SN-P2-05	El Sawaleh	SN
			El Hassaimeia	
			El Hegageia	
			Namrood	
			El Akhmein	
			Manzel Naeim	
			Sowwada	
			El Rawda	
			El Gaafra	
			El Khatara El Soghra	
5	Fakos 2	S-SN-P2-01	Kafr El Hag Omar	SN
			El Beiroum	
			Monshat Nabhan	
			Akiad El Bahareia	

FM = force main
PS = pumping station

SNW = sewer network
WWTP = wastewater treatment plant

Annex 2: Consultant's Experience - Sample of Project List

No.	Project name	Project description	Country or region	Project duration from - to	Financing institute			Consulting fees [EGP] (*)	Project Value [EGP]
					Other international donor	EU donor	National fund		

Note: (*) In case of a consulting association only the applicant's part shall be indicated. Alternatively to the consulting fees the total expert-input can be indicated distinguishing clearly between local staff and expatriate staff (if any).

The Consultant is not bound to the above format and may use his own standard project list. However, the information provided should at least include the items specified above.

Annex 3: Consultant’s Personnel - Sample of Company’s Staff List

No.	Name of person	Age or Year of birth	Professional experience (years)	Employment with company (years)	Function within company (years)	Specialisation and Education	Languages

Note: Only the Consultant’s key staff and permanent professional staff as well as long-term associates shall be included in the list.

The Consultant is not bound to the above format and may use his own standard staff lists. However, the information provided should at least include the items specified above.

Annex 4: Declaration of Undertaking

Improved Water and Wastewater Services Programme (IWSP 1)

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfill this declaration of undertaking and to obey the laws of the country of **Arab Republic of Egypt**.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....
(Place) (Date)

.....
(Name of company)

.....
(Signature(s))

Note: This declaration has to be signed by each partner of an association