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Client: Ministry of Health – Libya
Project: Design, Build, and Operate of New 33 Prefabricated Hospitals Sizes (60 Beds, 120 Beds) – Libya

Services Under this Document: Construction Management/Construction Supervision and Design Review and Approval Consultancy Services

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Prequalification Questionnaire For Turnkey EPC - Contractor Prequalification Questionnaire



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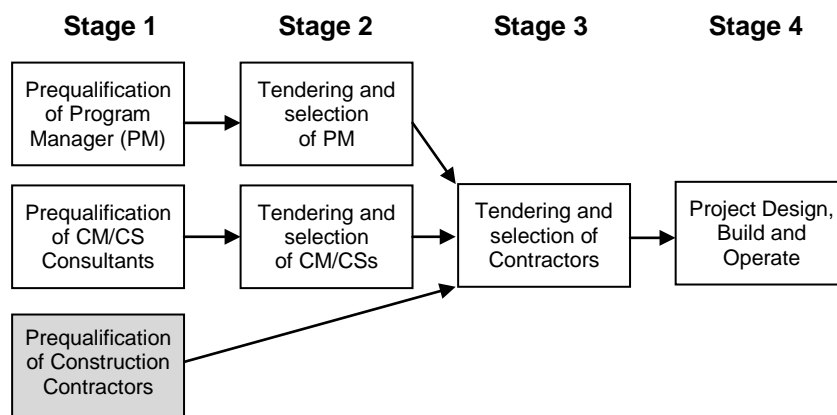
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1. Introduction

The Ministry of Health is intending to build a new 33 prefabricated hospitals in different areas in Libya. The 33 hospitals projects will be managed under one or more selected program management consultant/s (PM), whereas a group of construction management / construction supervision consultants will closely manage and monitor the construction of hospitals by design/build/operate construction contractors.

The consultants and contractor procurement process that is being followed to complete this fast track project is as follow:



The project is now in stage 1, which is targeting to prepare three short lists of qualified program management consultants, CM/CS consultants and contractors. The current prequalification document is for the provision of contractors, whereas procurement of CM/CSs consultant and program manager consultant are in separate prequalification documents.

1.1. Project Description

Those proposed hospitals capacities will be 60 beds and 120 beds classified as general and specialized hospitals. The ultimate aim of this project is to provide and supply medical services to various cities in Libya, Those hospitals will be designed based on the present requirements defined by Libyan MOH and according to the international hospital building standards and codes enables to enhance the Libyan healthcare sector and future expansion.

The proposed project comprises the following areas:

- Prefabricated Hospital buildings with capacities of (60 beds , 120 beds)
- Supporting facilities (water Tanks, power generation, water treatment plants, medical waste units, fuel tanks, service buildingsetc.)
- Accommodation camps and supporting facilities according to the expected manpower capacity required to operate the facility (Medical staff, nurses, technical staff, and labor .etc.).
- Medical equipment's, furnishing, laboratories, in addition to after sales services supported with spare parts
- Hospital Management and IT
- Hospital life support services
- Miscellaneous areas: Parking, landscaping, infrastructure, MEP, HVAC. Security systems .etc.



1.2. Scope of Work of Contractors (Stage 4)

The contractors contract for the proposed new 33 prefabricated hospitals will be based on design, build and operate for 5 years concept. The selected contractors through stages 4 will be responsible for carrying out the following tasks in accordance to the international prefabricated hospital building codes:

The scope of Phase 1 services for the Contractor covers the following as listed below:

- All the Engineering and Design works of the whole components.
- Architectural, Civil / Structural, Supply , Erection and Installation of prefabricated hospitals
- Architectural, Civil / Structural, Supply and Installation of staff accomodations units and associated facilities such as (recreation , sports facilities ,etc.)
- Electrical and Electro/Mechanical, Supply and Installation according to the international prefabricated hospital building codes
- Medical furnishing and offices furnishing Supply and Installation
- Medical equipments Supply, Installation and after sales services including maintainance and spare parts.
- Hospital plant equipment (steralizing, kitchen, lundry , water treatment plants , waste treatment , power generation , medical gases generation ..etc.)
- Piping and Medical Gases Supply and Installation
- Hospital Information Systems , IT , and Process, Instrumentation & Control, Supply and Installation
- External Building Services, Security, Fences, ..etc. Supply and Installation
- Fire Fighting, Supply and Installation
- Training of local staff (medical and engineering).
- Testing and Commissioning
- Project management
- Safety Programs
- Quality Assurance Programs

The scope of Phase 2 services for the Contractor covers the following as listed below:

- Hospital management (Medical , Facility Management , and life support services)for minimum of 5 years
- Hospital Facility Management, and life support services (cleaning, Catering, water and fuel supply, waste management) for 5 years
- Medical equipment's maintenance and after sales services
- Medical and supporting manpower recruitments (Medical and other staff)
- Life support services (Patients and Staff)

2. General Instruction to Prequalification

Applications must complete all sections of this document. Failure to do so or to provide the information requested, will result in a delay to the pre-qualification exercise and may result in your disqualification from said exercise.





3. Prequalification Questionnaire

3.1. Section 1: General Company Information

4.1.1 **NAME OF COMPANY** : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
(as per Trade Licence)

Abbreviated Title : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

4.1.2 **DATE COMPANY WAS ESTD.** : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

4.1.3 **LOCAL ADDRESS in Libya**

Registered Office Address

Location of Address :

P.O. Box No. :

Telephone No. :

Facsimile No. :

4.1.4 **CORPORATE HEADQUARTERS AND/ OR BRANCH OFFICE**

Country :

Address :

P.O. Box No. :

Telephone No. :

Facsimile No. :

4.1.5 **COMMUNICATION REFERENCE FOR ENQUIRIES**

Individuals Name :

Telephone No. :

Facsimile No. :



4.1.6 NATURE OF ORGANISATION

- Sole Proprietary ()
- Partnership ()
- Private Limited Company ()
- Public Limited Company ()
- Government/ Semi Govt. Company ()
- Others (give details) ()

4.1.7 REGISTRATION AND SPONSORSHIP

*Municipality Trade Licence No. Reg. Date Expiry Date

*Chamber of Commerce Reg. No. Reg. Date Expiry Date

* Company needs to give proof of Trakhees acceptance to do the work they prequalify for.

*Scans and copies of applicable documents must be provided as attachments.

Ownership/Shareholder

(Where organisation is owned by one or more persons or organisations, list those persons or organisations of your company below), please provide support documents.

Principal Shareholders Name Nationality Share %



Affiliations with Parent Company

Name, address and nationality of parent company :

Name Nationality Address

Composition of Board of Directors :

Name Nationality Address

1.7.10 Person(s) authorised to sign contracts in accordance with Statutes/Articles of Association (copy of authorisation documents such as Power of Attorney to be attached).

Corporate Organisation Chart

Include an organisation chart of your company indicating the names, nationalities and designations of the Board of Directors or executive management team and other key personnel. Show departments and department heads with lines of authority, particularly in the Libya or other regions.

4.1.8 NATURE OF PRIME BUSINESS AND SPECIALISATION

Detail below the nature of your business, specialisation and the price range of projects which you have executed. If your prime business covers more than one area you are requested to detail each separately

PRIME BUSINESS	SPECIALISATION	PRICE RANGE OF PROJECT (US\$) or Euro's



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3.2. Section 2: Company Financial Status

4.2.1 REGISTERED CAPITAL OF THE ORGANIZATION UNDER EVALUATION (US \$ / or Euro's)

Paid up Capital :
 Current Liabilities :
 Current Assets :
 Long Term Liabilities :

Annual Turnover
 (Give Last 3 years)

<u>S. No.</u>	<u>YEAR</u>	<u>TURNOVER</u> (Normal accounting currency)	<u>US \$/ or Euro's</u>
1.	2010		
2.	2011		
3.	2012		

3.2.2 The information above should be supported by supplying Certified Accounts for the previous 3 years e.g. Annual Audit Reports, Actual Bank Statements, etc.

3.3. Section 3: Expertise Specialisation & Resources

4.3.1 SCOPE OF SERVICES PROVIDED

Please indicate within the underlisted categories applicable expertise and specialist services available within Company's organisation, with specific reference to the sub-heading as listed.

Mark by number in the appropriate bracket the nature of your business e.g. 1 is your specialised area of work; 2 is secondary area of work; 3 is associated works (Sub-Contract) carried out.

4.3.2 CONSTRUCTION OF NEW WORKS

TYPE OF CONSTRUCTION COMPANY

- 1 EPC CONTRACTOR ()
- 2 GENERAL CONTRACTOR (All Types of Construction) ()
- 3 SUB CONTRACTS ()



3 ***** ()

ENGINEERING WORK

- 1 DESIGN and ENGINEERING ()
- 2 PROJECT MANAGMENT ()
- 3 ***** ()

CIVIL WORK

- 1 SITE PREPARATION INCLUDING TEMPORARY WORKS ()
- 2 EXCAVATION ()
- 3 DEWATERING ()
- 4 REINFORCED CONCRETE WORKS ()
- 5 STRUCTURAL STEELWORKS ()
- 6 WATERPROOFING ()
- 7 PREFABRICATED BUILDINGS & FACILITIES ()
- 8 BLOCKWORK / MASONRY AND PLASTERING ()
- 9 METALWORK ()
- 10 JOINERY ()
- 11 PAINTING AND COATINGS ()
- 12 ARCHITECTURAL FINISHES ()

MECHANICAL, ELECTRICAL AND INSTRUMENTATION

- 1 PROCESS MECHANICAL ()
- 2 PROCESS ELECTRICAL ()
- 3 PROCESS CONTROL AND INSTRUMENTATION ()
- 4 MEP BUILDING SERVICES ()
- 5 HVAC AND VENTILATION ()
- 6 PRECOMMISSIONING AND COMMISSIONING ()

FIRE FIGHTING

- 1 DESIGN AND INSTALLATION ()

HOSPITAL AND MEDICAL FACILITIES

- 1 DESIGN AND CONSTRUCTION ()



4.3.3 PERSONNEL

Current Personnel Level

Detail below, by category of specialisation, numbers of personnel currently employed identifying whether they represent "permanent core employees or whether they are temporarily "hired".

Category of Specialisation	Numbers	Permanent (P)	Hired (H)

4.3.4 Manpower

Display in the form of table given below manpower details both to your and present company, if applicable, covering the last three years of operation, listing the "permanent", temporarily "hired" and total manpower strength for projects detailed in Section hereto :

	2010		2011		2012	
	P	H	P	H	P	H



4.3.5 WARRANTIES, GUARANTEES, INSURANCES

- a Does Company have a design capability of hospital facilities? Yes / No
- b Is the design capability covered by Professional Indemnity insurance ? Yes / No
- c If so, what is the maximum PI cover in place ? (Copy to be attached)
- d “Our Company will provide Contractors All Risk Insurance, if required” Yes / No
- e “Our Company will provide Third Party Liability Insurance, if required” Yes / No
- f “Our Parent Company will provide a Parent Company guarantee to **Client** Yes / No
- g “Our Company agrees to be bound by the Laws of the Libya current at the time of entering into any agreement with **Client**”. Yes / No
- h “Our Company is able to provide on demand type Performance Guarantees for products or services provided to **Client**”. Yes / No

4.3.6 LEGAL ACTIONS AND DISPUTES

- a Terminated or Suspended Contracts

Has your company had any terminated or suspended contracts during the last 5 years? Yes/ No
If Yes, please give details.
- b Legal Actions

Has any legal action or Court judgment been imposed on the Company in the past 5 years ? Yes / No.
If Yes, provide details.

3.4. Section 4: Company Experience Summary

4.4.1 PROJECT EXPERIENCE

List on the attached sheets details of the main Contracts which you have undertaken during the last five years regards the prefabricated buildings and those that you have currently in progress.

If you performed the work in capacity other than as the Main Contractor, indicate the name of Main Contractor and the form of that association and the type and value of that part of the work which you



undertook. If you were the Main Contractor, detail the disciplines sub-contracted by you and the corresponding values both in monetary and as a percentage of the main contract. Libyan MOH reserves the right to contact parties to verify any information provided hereunder. The attached "Form No. 1" should be filled for works completed and "Form No. 2" for work in progress.

Particular note will be taken of plants similar in nature or scale to the ones under consideration here.

4.4.2 FORM 1 COMPLETED PROJECT

Project Name	Client	Value	Brief Description	MC / SC



4.4.3 FORM 2 PROJECTS IN PROGRESS

Project Name	Client	Value	% Complete	Description	MC / SC

4.4.4 CLIENT REFERENCES

Please provide details of not less than 6 clients for whom you have carried out works during the past 3 years.

LIST OF CLIENTS FOR REFERENCE

Sl. No.	CLIENT	ADDRESS	TELEPHONE	FAX



4.4.5 TYPICAL PROJECT ORGANISATION

With reference to the projects listed in Section 3.4, detail your project organisation employed in typical project covering engineering, procurement, QA/QC, construction and testing/commissioning activities. Such information should be provided in the form of a chart clearly indicating lines of responsibility, coordination and discipline covered. The chart should also highlight permanent and hired personnel including disciplines sub-contracted.

3.5. Section 5: Quality, Health, Safety and Environmental Procedures

Sl. No.	Description	Yes or No	Doc. No.
4.5.1	QUALITY ASSURANCE		
	Answer all questions by stating yes or no and give the number at reference document.		
a	Does the company has ISO 9001:2008 certification		
b	Has the management defined and documented its policy and objectives for, and commitment to, quality?		
c	Has a "management representative" been appointed?		
d	Does the management carry out periodic reviews based on internal audit reports		
e	Are procedures available for contract review		
f	Are procedures available and maintained to control and verify the design of the projects?		
g	Are procedures available and maintained to control approval issue and changes of documents		
h	Are provisions made in company procedures for the selection and assessment of subcontractors		
i	Are procedures available and maintained for identification and traceability of projects?		
j	Are documented work instructions available defining the manner of production and installation?		
K	Are documented procedures available for in-process resp. final inspection and testing to provide the evidence of conformance of the finished product?		
l	Is inspection, measuring and test equipment controlled,		



Sl. No.	Description	Yes or No	Doc. No.
	calibrated and maintained?		
m	Is a procedure available that ensures that non-conforming products or services are identified and that corrective action shall be taken?		
n	Are documented procedures available and maintained for handling, storage, packing and delivery?		
o	Are procedures available and maintained for identification, collection, indexing, filing, storage, maintenance and disposition of quality records?		
p	Is an internal audit system and programme in operation?		

Sl. No.	Description	Yes or No	Doc. No.
4.5.2	OCCUPATIONAL HEALTH AND SAFETY		
a	Does the company has OHSAS 18001 certification	yes/no	
b	Does your company have a written declaration regarding the care for occupational safety and health (OSH) of its employees, signed by the managing director in charge of OSH? If so enclose a copy	yes/no	
c	Does your company have an annual report concerning matters of OSH? Using information from your management system, provide injury and illness data for the last three years for your firm including total hours worked. If so enclose a copy of last 3 year's report.	yes/no	
d	Does your company have written occupational safety - and health regulations and - procedures? If so please enclose a copy.	yes/no	
e	Please give a brief description of the safety and health		



Sl. No.	Description	Yes or No	Doc. No.
f	organisation of your company including an organogram. What risks for health and safety of employees and third parties do you foresee in the project which is subject of this prequalification?	yes/no	
g	What measures does your company intend to take to eliminate the risks as mentioned above or at least reduce them to a bare minimum?		

Sl. No.	Description	Yes or No	Doc. No.
4.5.3	ENVIRONMENT		
a	Does your company have a formalised (i.e. approved / signed by company CEO or director) declaration/ policy statement and implementing Environmental Management System (EMS)?	yes/no	
b	Is the EMS ISO 14001 certified? If so, please enclose a copy of the declaration / policy statement	yes/no	
c	Does the EMS have procedures concerning the following: <ul style="list-style-type: none"> - minimalisation of emissions (e.g. dusts, vehicle emissions); - hazardous material storage/handling; - waste (hazardous and non-hazardous) handling, storage and recycling; - environmental emergency response plan concerning spills of hazardous materials / fires 	yes/no yes/no yes/no yes/no	
d	Does your company have an annual report concerning environmental matters? If so, please enclose a summary (i.e. executive summary) of last year's report.	yes/no	



Attachments to be provided by Contractor

Attachment	Description
1	Registration Documents.
2	Copy of Authorization Documents.
3	Corporate Structure Diagram.
4	Bank Statement (Accounts)
5	Business References.
6	Typical Resumes of Key Personnel.
7	Typical Home Office and Field Organisation Charts.
8	Computer Facilities & Programmers Available.
9	Quality Control Procedure/Quality Plan
10	Details of Procurement Capabilities.
11	Details EPC Construction Contract of similar projects, their manning and organisation.
12	Safety Statement Plan. (HSE procedures)
13	Copies of certifications: ISO 9001, ISO 14001 & OHSAS 18001
14	Brief Project Execution Plan covering all the activities, location of offices, liaison with third parties, sub-contracting, etc.
15	Environmental Procedures (Index page only)
16	Relevant Company Brochures.