



USAID
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INTEGRATED WATER SOLUTIONS SUPPORT (IWSS) PROJECT

Instructions to Applicants and Prequalification Documents for Contractors

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SECTION I – INSTRUCTIONS TO APPLICANTS

I.1. INTRODUCTION

To support the Egyptian Holding Company for Water and Wastewater (HCWW or “the Contracting Agency”) in achieving its results, USAID/Egypt initiated the Integrated Water Solutions Support (IWSS) Project. The project objectives are to:

1. Increase access to potable water and sanitation in the poorest and most economically marginalized populations in the rural areas of Egypt, including Assiut, Suhag, Qena, and Luxor Governorates.
2. Support the Government of Egypt (GOE) in its expressed desire to strengthen Egypt’s water security.
3. Achieve improvements in health outcomes.
4. Reduce GOE central budget subsidies to the water and wastewater sector by helping the Egyptian HCWW and its subsidiary companies become financially self-sustaining.

The USAID IWSS Project aims to construct new water treatment plants (WTPs) at El Hanady WTP (17,000 m³/day) in Luxor Governorate and El Maabda WTP (25,000 m³/day) in Assiut Governorate and sewer collection systems, including pump stations in two Dronka Villages in Assiut Governorate and three Tema Villages in Suhag Governorate. These activities are subject to additions or deletions. The construction shall be implemented through multiple tender packages over the coming three years under USAID Host Country Contracting mechanisms and International Federation of Consulting Engineers (FIDIC) regulations.

Construction contracts will be awarded by HCWW and financed directly to contractors by USAID.

I.2. INTENT OF PREQUALIFICATION

The intent of this prequalification process is to select applicants who:

1. Meet the nationality and source requirements (Code 937) for projects financed with USAID funds;
2. Have technical expertise, management capability and workload capacity to perform the work in a timely manner; and
3. Have financial resources and overall financial capabilities to perform the work as described in the Project Description.

The purpose of this prequalification is to establish a list of prequalified contractors who will be invited to bid on the construction contract(s) under the IWSS Project.

I.3. GENERAL

- I.3.1. Section 1 of this document provides Instructions to Applicants and prequalification criteria. Section 2 of this document provides the prequalification documents (i.e., application) to be completed by applicants wishing to bid for IWSS construction contract(s). The application for prequalification shall consist of the questionnaire forms provided in Section 2 and supportive certified documents where required as stipulated in the questionnaire forms.
- I.3.2. Governing Language: If any translation of this document conflicts with the English version or contains terms in addition to or different from the English version, the English version shall prevail.
- I.3.3. Construction contracts will be awarded according to USAID requirements for Host Country Contracting (ADS 305 and Country Contracting Handbook Chapter 2). The awarded contract

will include FIDIC general conditions and updated conditions of particular application.

- I.3.4. All Applicants must fill out the certification regarding anti-terrorist financing contained in Form (11), Anti-Terrorist Financing Certification.
- I.3.5. No contractor will be eligible to bid or to participate as a prime contractor, subcontractor, or otherwise who is on any of the following lists:
 - A. Suspended, debarred or ineligible contractors maintained by USAID, the United States (U.S. Government, or the GOE. The website for locating firms and individuals determined by the USG to be suspended, debarred or otherwise ineligible is <https://sam.gov/SAM/> (use the “Search Records” feature to check the status of an excluded firm).
 - B. Specially Designated Nationals and Blocked Persons maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC), <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.
 - C. List maintained by United Nations Security Council (UNSC) Sanctions Committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”), <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
- I.3.6. No U.S. contractor will be eligible for USAID financing if the U.S. contractor is not in compliance with its Equal Employment Opportunity obligations under Executive Order 11246, as amended, and the regulations and orders issued thereunder. Each U.S. applicant shall submit a statement in Form (12) certifying its compliance with equal employment opportunity obligations.
- I.3.7. Conflict of Interest: No Applicant, including any proposed subcontractor, may be associated or have a business relationship with, nor have, in the past 3 years, been associated or have had a business relationship with CDM Smith (the Project Engineer), in the preparation of the design, specifications, and bidding documents for the USAID IWSS Project. Any such association or business relationship will result in the rejection of the application. Each Applicant shall submit a statement in Form (13) certifying it has not had any such association or business relationship that would constitute a conflict of interest.
- I.3.8. Contractors who fail to meet all the eligibility requirements will not be prequalified.
- I.3.9. The questionnaire forms provided in Section 2 will be used to ensure that the information supplied by the Applicant is clear and explicit.

I.4. ELIGIBLE CONTRACTORS

This prequalification is open only to:

- a. Egyptian private sector contractors Grades 1 to 4 in the field of “construction of water and wastewater treatment plants and networks” according to the classification of the Egyptian Federation for Construction and Building Contractors, or
- b. U.S and other international contractors eligible under USAID Principal Geographic Code 937 (Code 937).

I.5. AUTHORIZED USAID PRINCIPAL GEOGRAPHIC CODE – CODE 937

Only Egyptian private sector firms as set forth in I.4 above and U.S. and other international contractors eligible under Code 937 may participate in this prequalification.

Code 937 for procurement of commodities and services includes the U.S., Egypt, and developing countries other than advanced developing countries but excludes any country that is a prohibited source. Developing countries included in Code 937 are listed in Appendix 1. Advanced developing countries excluded from Code 937 are listed in Appendix 2.

For a firm to be eligible under Code 937, a firm must be:

- a. Incorporated/legally organized under the laws of a Code 937 country, and
- b. Operating as a going concern in a Code 937 country, and either:
 - c1. Managed by a governing body, a majority of whom are citizens or lawful permanent residents of a Code 937 country, or
 - c2. Employ citizens or permanent residents of a Code 937 country in more than half its permanent full-time positions and more than half of its principal management positions.

Applicants must submit a copy of the organizational document to address condition (a) above. Applicants must also fill, sign, and stamp Form (14), Declaration for Fulfilment of Code 937 Requirements, declaring the fulfilment of the requirements under (a) and (b), and either (c1) or (c2) above.

In case of a joint venture, the joint venture as a legal entity and each member firm of the joint venture must meet the nationality and other eligibility rules. However, the joint venture is treated as a unit in determining technical and other qualifications. See Section 1.7 for additional information regarding joint venture Applicants

If subcontracting is contemplated by any firm or joint venture, qualification information may be requested with respect to major subcontractors. See Section 1.8 regarding subcontractors.

1.6. FINANCIAL ELIGIBILITY CONDITIONS

All Applicants are required to provide a letter from a well-known local bank or international bank that has representation or correspondent in Egypt, in accordance with Form (10), Letter of Financial Solvency, as follows:

- a. Showing that the Applicant has cash account(s) in the amount not less than EGP 2,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate} and
- b. Showing that the bank is prepared to provide the Applicant with the following guarantees:
 - ✓ Performance Guarantee in the amount not less than EGP 4,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate}.
 - ✓ Advance Payment Guarantee in amount not less than EGP 8,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate}.
 - ✓ Alternatively, U.S. firms may submit evidence of the ability to obtain adequate surety bonds.

These amounts shall be the minimum for the Applicant to submit for one contract bid only. If the Applicant wishes to participate in more than one contract, the Applicant must provide the bank letter, Form (10), for amounts equal to the amounts indicated in Form (10) multiplied by the number of contract bids that Applicant wishes to participate in.

If an Applicant fails to meet this condition, they shall be disqualified.

I.7. JOINT VENTURES

- I.7.1 Eligibility: If the Applicant comprises a number of firms combining their resources in a joint venture, the legal entity constituting the joint venture and the individual partners in the joint venture shall be registered in eligible source countries (Egypt, U.S., or other Code 937) and shall otherwise meet the requirements of Sections 1.4 and 1.5.
- I.7.2 Qualification Criteria and Requirements: Each member of the joint venture must individually:
- a. Fulfill the requirements under Sections 1.3.4, 1.3.5, 1.3.6, and 1.3.7
 - b. Fulfill the requirements under Section 1.10.6.2
 - c. Fill out Form (3), Form (5), Form (8), Form (9), Form (11), Form (13), and Form (14)
 - d. Fill out Form (12) for U.S. members of the joint venture

The joint venture must collectively satisfy the criteria of Section 1.4. For this purpose, the following data of each member of the joint venture may be added together to meet the collective qualifying criteria:

- a. Financial Solvency – Form (10)
 - b. Project Staff Capabilities – Form (6).
- I.7.3 Partner in Charge: One of the partners, who is responsible for performing a key function in contract management or is executing a major component of the proposed contract, shall be nominated as being in charge during the prequalification and bidding periods and, in the event of a successful bid, during contract execution. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- I.7.4 Joint and Several Liability: All partners of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms.
- I.7.5 Joint Venture Agreement (JVA): A copy of the JVA entered into by the partners shall be submitted with the application. Alternatively, a Letter of Intent to execute a JVA in the event of a successful bid shall be signed by all partners and submitted with the application together with a copy of the proposed JVA. The JVA shall include among other things: the joint venture's objectives; the proposed management structure; the contribution of each partner to the joint venture operations; the commitment of the partners to joint and several liability for due performance; recourse/sanctions within the joint venture in the event of default or withdrawal of any partner; and arrangements for providing the required indemnities.

I.8. SUBCONTRACTING CONDITIONS

- I.8.1 The Applicant shall not subcontract any part of the works without the prior consent of HCWW and USAID.
- I.8.2 A prequalified international contractor may employ subcontractors, provided that the total subcontracted amount will not exceed 50% of the contract price. The same eligibility rules apply to all subcontractors.
- I.8.3 A prequalified Egyptian contractor may employ subcontractors with the same grade of classification (Grades 1 to 4 in the field of construction of water and wastewater treatment

plants and networks), provided the total subcontracted amount will not exceed 35% of the contract price.

I.9. PREPARATION AND SUBMISSION OF PREQUALIFICATION DOCUMENTS

Prequalification documents (i.e., applications) submitted by Applicants will be treated as confidential documents, to the extent permitted by applicable law, but they will not be returned to the Applicant.

Each Applicant will bear all costs and expenses associated with the preparation and submittal of the applications, including the provision of any supplemental information that may be requested.

If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to the Contracting Agency, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant, or rescinding an award of the contract made to the Applicant or terminating the contract itself.

Applicants must complete all the questionnaire forms contained in this Invitation to Prequalify. Where required, additional sheets shall be used and shall be properly referenced and identified. The application does not have to be completed on the forms provided but may be done on similar forms generated by the Applicant with the same titles, numbers, and general format as those provided. Nonapplicable experience shall be lined out or otherwise deleted so that only work satisfying the application's requirements is shown. If all the information requested is not provided, however, this may be cause for disqualification.

If the Applicant wishes, it may submit information regarding its applicable experience that has not been specifically requested in the questionnaire forms as an annex. In this case, the Applicant shall indicate clearly the specific question(s) for which such additional information is provided as supporting documentation.

HCWW's approval shall be obtained for all proposed contractor staff assigned for the project after contract award and prior to the commencement of the construction works.

HCWW has the right to contact the Applicant to clarify issues with respect to the submitted application information.

The Applicant may choose to prequalify in either or both of the two categories below:

- a. Construction of Water Treatment Plant (WTP) Contracts, and/or
- b. Construction of Sewer Networks and Pumping Stations Contracts

The outside envelope of the application will be marked as follows:

“USAID funded IWSS Project

Application to Prequalify for {choose either one of “Construction of Water Treatment Plant (WTP)” or “Construction of Sewer Networks and Pumping Stations”} Contract”

If the Applicant wishes to prequalify in both categories, it must write the title of both categories on the outside envelope of the application. Identification of the Applicant shall appear on the outside of the application envelope. The application shall be delivered prior to the time and date specified in the invitation letter.

Only hard (original) copies of the application are allowed. One scanned electronic copy on CD shall be provided. If the application is delivered by courier or other method, the Applicant is responsible for its timely delivery. Applications delivered after the time stated will not be accepted.

The legal entity that is prequalified in this prequalification process is the entity that shall submit the bid and sign the contract. If an affiliate of the prequalified legal entity (such as a subsidiary) proposes to bid or sign the contract, a guarantee or similar security from the prequalified legal entity will be required.

Once prequalified, no changes will be permitted in the legal structure of the Applicant, except with the express consent, in writing, of HCWW and USAID. Prequalified contractors will be invited to bid on all upcoming IWSS projects according to the category for which the Applicant is qualified based on this prequalification. HCWW will review the list of prequalified contractors on an annual basis and may disqualify contractors if their performance under previous or ongoing IWSS contracts is or was not satisfactory. In addition, HCWW reserves the right to invite additional contractors to prequalify on an annual or any other basis after this prequalification to increase the number of qualified contractors if it is deemed in the best interests of HCWW to do so.

The documents shall be completed in the English language, although support documents and local certifications can be in Arabic.

I.10. REVIEWING PROCESS AND FINAL RESULTS

I.10.1 HCWW reserves the right to:

- a. Reject or accept any application, and/or
- b. Cancel the prequalification process and reject all applications, without being bound to compensate the contractors for any amount that may be claimed

I.10.2 The Application will be reviewed and evaluated by the tendering committee formed by HCWW for the USAID IWSS Project that includes CDM Smith (the Project Engineer) and will be approved by HCWW and USAID.

I.10.3 Prequalification documents submitted by Applicants will be treated as confidential documents, to the extent permitted by applicable law, but they will not be returned to the Applicant.

I.10.4 Prequalification will be based on the Applicant's meeting criteria regarding experience, key personnel capabilities, and financial position as demonstrated by the Applicant's responses in the questionnaire forms and other requested documentation and will be based on passing a minimum score of 70 for the scored part of the questionnaire forms. See Section I.10.6 for evaluation criteria.

I.10.5 The information provided by the Applicant shall be clear in all instances. If an Applicant knowingly makes a misrepresentation or an omission of a material fact in submitting information to the HCWW, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant, or rescinding an award of the contract or terminating the contract itself. Any doubt about the Applicant's ability to meet the requirements for these items may result in rejection of the application.

I.10.6 Evaluation criteria for prequalification: All Applicants shall be evaluated according to the following criteria:

- I.10.6.1 Eligibility and Mandatory Certificates: The Applicant must meet the eligibility rules for projects financed with USAID funds and must make certifications regarding conflict of interest, anti-terrorist financing, Code 937 requirements, and, for U.S.

firms, Equal Employment Opportunity.

- a. Is the Applicant eligible to receive USAID financing as determined under this document?
- b. Has the Applicant submitted the Anti-Terrorist Financing Certification in this document?
- c. Has the Applicant submitted a statement in the form certifying that it has not had any association or business relationship with CDM Smith (the Project Engineer) in the past 3 years that would constitute a conflict of interest?
- d. Is the Applicant on any of the lists identified in section 1.3.5 above (suspended, debarred, or ineligible; OFAC; UNSC)?
- e. For U.S. firms, has it certified as to its EEO compliance?

1.10.6.2 Technical Capabilities: The Applicant will be evaluated based on the information requested in the Part 3 and Part 4 Forms included in Section 2. The Applicant must have the financial solvency, technical expertise, management capability, and workload capacity to perform the work in a timely manner.

- a. The Applicant must demonstrate a successful record as a construction contractor for the past 10 years.
- b. The Applicant must demonstrate successful completion of at least three similar projects in the last 10 years for type of contracts according to the category that the Applicant wishes to prequalify for (i.e., construction of WTP contracts or construction of sewer networks and pumping stations; refer to Part 3 forms in Section 2). If the Applicant wishes to prequalify in both categories, the Applicant must demonstrate successful completion of at least three similar projects in the last 10 years in each of the two categories.
- c. The Applicant must demonstrate a successful past performance record with respect to completion on time, claims resolution, and litigation.
- d. The Applicant must demonstrate the qualifications of the firm's key personnel in construction experience and their ability to provide support to the field staff.
- e. The Applicant shall provide evidence of compliance with quality, safety, and environmental policies.

1.10.7 Applicants will be advised in writing of the result of their application (Pass/Not Pass). Only firms that have been prequalified under this procedure will be invited to bid on the construction contracts under the indicated projects.

1.10.8 An Applicant may be "conditionally prequalified," that is, prequalified subject to certain specified requirements including such factors as:

- a. Substitution of an unqualified subcontractor or collaborator for specialized inputs
- b. Recruiting experts in specialized fields
- c. The applicant's questionable ability to undertake the proposed contract due to the pending award of other significant contracts

1.10.9 Applications shall be submitted in the format specified in Section 2 of this document. The documents shall be completed in the English language, although support documents and local certifications can be in Arabic. Failure to provide information that is essential to evaluate the Applicant's qualifications or to provide timely clarification or substantiation of the information

supplied when requested by HCWW may result in disqualification of the Applicant. The application for prequalification shall consist of the forms provided in Section 2 including the supportive certifications where required.

I.10.10 Prequalified bidders shall be required to update and recertify the information relevant to prequalification at the time of submitting their bids to confirm their continued compliance with the qualification criteria. A bidder shall be disqualified if it no longer meets the qualification requirements at the time of bidding.

I.10.11 The final list of prequalified contractors is subject to USAID's approval.

SECTION 2 – PREQUALIFICATION DOCUMENTS (QUESTIONNAIRE FORMS)

PART I FORMS: INFORMATION ABOUT THE APPLICANT AND EACH OF ITS TEAM MEMBERS

These Part I forms apply to the Applicant entity as a whole and to each of its members and is for identification purposes only. There is no scored value to the Part I forms. The Part I forms will be the only information of the prequalification application provided to the public.

Form (I) Lead Person or Firm – Contact Information

Applicant Entity: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Type of Entity (check one):

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietor
- ☐ Other Association

If the Entity is a sole proprietor or partnership:

Owner(s) _____

Form (2) Applicant Entity Team Members

Member Firm(s) – List only legal entities or individuals that are part of the Applicant Entity or Team Members of the Applicant Entity.

[illegible]

For each Applicant's Entity Member listed above that is not a sole proprietorship or corporation (such as, but not limited to, a partnership or other association), provide a copy of the agreement creating the partnership or other association.

Form (3) Permanent Staff and General Information

1	Name of firm:			
2	Nationality of the firm/ Place of registration:		Year of registration:	
3	Head office information	Country/City:	Phone:	Email:
		Address:		Website:
4	Primary point of contact information	Name:	Position:	Email:
5	Time (in years) you have been in business under the current name:			
6	Official classification (attach valid classification certificate):			
7	Describe work categories your organization normally performs (attach company profile and detailed catalogue of completed works):			
8	Time (in years) in business as a general contractor: a) in Egypt: _____ b) Internationally: _____	<p><u>For Egyptian Applicants only:</u></p> As a Grade 1* contractor in WTP, WWTP and networks: _____ As a Grade 2* contractor in WTP, WWTP and networks: _____ As a Grade 3* contractor in WTP, WWTP and networks: _____ As a Grade 4* contractor in WTP, WWTP and networks: _____ <p><u>For US and Other Code 937 Applicants:</u> Provide equivalent information for your specific country's contractor classifications.</p>		
	* According to the classification of the Egyptian Federation for Construction and Building Contractors; Applicant is required to provide certified documents from relevant agencies.			
	Total number of permanent staff:			
9	Total number of permanent technicians and skilled laborers:			
	Total number of permanent technical engineers and projects managers:			

PART 2 FORMS: AUTHORIZATION

These Part 2 forms apply to the Applicant entity as a whole and to each of its members. There is no scored value to the Part 2 forms. Failing to submit the Part 2 forms may lead to disqualification of the Applicant.

Form (4) Letter of Application

It is understood and agreed that the following information is to be used by The Holding Company for Water and Wastewater (HCWW) (Contracting Agency) in determining, according to its sole judgment and discretion, the qualifications of prospective contractors to perform work in connection with the USAID Integrated Water Solutions Support (IWSS) project. In consideration of submitting its qualifications as a prospective contractor for review, the undersigned Applicant waives any claim against the Contracting Agency or USAID that might arise with respect to their decisions on a prospective contractor's qualifications. The decision of the Contracting Agency is final and not subject to appeal of any kind.

A prospective contractor will be considered qualified by the Contracting Agency only if it possesses reputation, ability, experience, qualified personnel, availability of equipment, and net current assets or working capital sufficient, in the judgment of the Contracting Agency, to complete the work and meet the contractual obligations, should the contract be awarded to it.

By signing this questionnaire form, the prospective contractor guarantees the truth and accuracy of all statements made by it in this questionnaire form.

The undersigned Applicant hereby authorizes and requests any public official, engineer, architect, surety company, bank, depository, material or equipment manufacturer or distributor or any other person, firm, or corporation to furnish any pertinent information, requested by the Contracting Agency in order to verify the information on this form or to provide information regarding the competence and general reputation of the prospective contractor.

This application is made in the full understanding of the undersigned that:

- a. Information submitted for prequalification will be subject to recertification and verification at the time of bidding; and
- b. The Contracting Agency reserves the right to:
 - Amend the scope and value of any contracts bid under this project;
 - Invite for bidding only the pre-qualified applicants who meet the revised requirements; and
 - Reject or accept any application, cancel the prequalification process, and reject all applications.

The undersigned agrees to furnish any further qualifying information at the request of the Contracting Agency. Failure to complete this form adequately may result in disqualification.

Please contact the following persons for further information:

Contacts	Name	Position	Phone	Email
Contact 1				
Contact 2				

The undersigned understands that the United States Agency for International Development (USAID), an agency of the Government of the United States of America, is providing financing in support of the project and that USAID has certain approval rights, including approval of the contractor selected and the contract. However, USAID is not a party to the contract.

Date: _____

Organization Name: _____

Signed: _____

Title: _____

If corporation, affix seal here.

If a corporation:	If partnership:
Capital paid in cash: \$_____	Date of organization: _____
When incorporated: _____	State whether partnership is general or limited: _____
Where incorporated:_____	Name, Nationality and Address of Partners:
President's name:_____	
Vice President's name:_____	
Secretary's name:_____	
Treasurer's name:_____	

PART 3 FORMS: EXPERIENCE/PAST PERFORMANCE RECORD

The Applicant is requested to answer all questions in this part and fill out all the related forms in this part.

Technical scoring for Applicants shall be as follows:

Criterion	Max Score
Capabilities of Permanent Staff	15
Capabilities of (Project Key Staff)	31
Similar Projects	39
Successful Past Performance Record	6
Quality of performance	7
Adherence to the Instructions	2
Total Score	100

1. Capabilities of Permanent Staff (15 points)

- a. Company Organization Structure (**1 point**): All applicants are required to provide Company Organization Structure showing all departments of the company, the heads of departments, the number of employees in each department, and the total number of permanent staff.

Applicants must fill out Form (3).

- b. The Key Permanent Staff shall include a minimum of:
 - Technical Engineering Manager (**10 points**): Civil Engineer with experience not less than 15 years in the field of construction or supervision and not less than 5 years in similar projects.
 - Senior Electromechanics Engineer (**2 points**): Electromechanics Engineer with experience not less than 10 years in the field of construction or supervision and not less than 5 years in similar projects.
 - Senior Quality Control Engineer: (**2 points**): Civil Engineer with experience not less than 10 years in the field of quality control of construction projects and not less than 5 years in similar projects.

Applicants must fill out Form (5).

2. Capabilities of the Project Staff (31 points)

The Applicant must fill out Form (6) and Form (7).

- a. Construction Project Manager: (**10 points**): Civil Engineer with experience not less than 15 years in the field of construction or supervision of projects and not less than 5 years in similar projects and worked as a project manager for at least one similar project.
- b. Senior Civil Engineer: (**4 points**): Civil Engineer with experience not less than 15 years in the field of construction or supervision of projects and not less than 5 years in similar projects and worked as a project manager for at least one similar project.

- c. Senior Electromechanics Engineer: **(4 points)**: Electromechanics Engineer with experience of not less than 10 years in the field of construction or supervision of electromechanical works of WTP, WWTP, or pumping stations projects, whose experience shall include at least two similar projects.
- d. Senior Quality Control Engineer **(4 points)**: Civil Engineer with experience of not less than 10 years in the field of quality control of construction projects, whose experience shall include at least two similar projects.
- e. Health Safety & Environment Specialist (HSE) **(3 points)**: Holds a BSc in Civil engineering or Environmental engineering with the following:
 - i. Not less than 3 years of practical experience with one similar project as a safety site engineer; or
 - ii. Possession of training certificate of not less than (30) hours in safety requirements for construction projects
- f. Senior Surveying Engineer **(3 points)**: Surveying Engineer with experience of not less than 10 years in the field of construction projects, whose experience shall include at least two similar projects.
- g. Planning and Scheduling Engineer **(3 points)**: Planning and Scheduling Engineer with experience of not less than 10 years in the field of construction projects, whose experience shall include at least two similar projects.

3. Similar Projects (39 points)

The Applicant must fill out Form (8).

All applicants are required to provide three similar projects (**13 points per project**). Similar projects will be considered for the technical evaluation of the overall capabilities and performance of project staff and company staff. Similar projects should have been executed between 2009 and 2019 and be similar in nature and complexity with:

- Total capacity of water treatment plant not less than 17,000 m³/day and with total construction cost not less than EGP 20,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate} for prequalification in the WTP category; or
- Sewer collection system with pumping stations with total construction cost not less than EGP 15,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate} for prequalification in the sewer network category.

All applicants are required to provide a certificate of completion or a statement confirming completion from the Employer or the Consultant for each similar project provided. If the required supportive documents are not provided, the similar project will not be considered for the technical evaluation.

4. Successful Past Performance: (6 points)

The Applicant must fill out Form (9).

The Applicant must demonstrate a successful past performance record for the three similar projects with respect to the following:

- a. Timely completion (**3 points total – 1 point per project**): Any time extension should not exceed 15% of the original contract duration and it should be justified and approved by the employer/consultant/client; and
- b. Project contract value (**3 points – 1 point per project**): Any increase in contract cost should not exceed 15% of the contract value and it should be justified and approved by the employer/consultant/client.

Note: All Applicants are required to provide supportive documents from the Employer/Consultant/Client.

5. Quality of Performance (7 points)

All applicants are required to provide a comprehensive presentation (MS PowerPoint or PDF format) for one of the submitted similar projects and the most representative one. The contents of the presentation shall include:

- a. Project description.
- b. Project parameters: actual time and cost and contract value. The Applicant is required to provide the reasons in case of any variances in time or cost.
- c. The environmental and safety procedures that were implemented.
- d. The quality assurance/quality control (QA/QC) that was implemented.
- e. Photos documentation: At least 15 high quality digital photos, documenting the project during the implementation and after completion.

6. Adherence to the instructions: (2 points)

All Applicants must follow the instructions provided for filling out the forms.

- The forms shall be used without changes.
- The information provided by the Applicant shall be clear and explicit.
- Applicants shall complete all the questionnaire forms to the best of their knowledge.
- Additional sheets may be added but shall be properly referenced and identified.

Form (5) Key Permanent Staff

All Applicants are required to list the firm's Key Permanent Staff and their construction experience in this form and provide their resumes (CVs) in accordance with Form (7).

All Applicants are required to provide a company organizational chart.

	Name	Present Position	Years with Firm	Years of Construction Experience	Qualifications
a		Technical Engineering Manager			
b		Senior Electromechanics Engineer			
c		Senior Quality Control Engineer			

Form (6) Project Staff

All Applicants are required to list the Project Staff and their construction experience in this form and provide resumes (CVs) for each of them in accordance with Form (7). All Applicants are required to provide their project organizational chart.

#	Name	Present Position	Years with Firm	Years of Construction Experience	Qualifications
1		Construction Project Manager			
2		Senior Civil Engineer			
3		Senior Electromechanics Engineer			
4		Senior Quality Control Engineer			
5		Health Safety & Environment Specialist HSE			
6		Senior Surveying Engineer			
7		Planning and Scheduling Engineer			

Form (7) Resume (CV) (2 pages)

1. Name:

2. Nationality:

3. Education

Year	Degree(s) or Diploma(s) obtained

4. Language Skills

Language	Reading	Speaking	Writing
Arabic (native)			
English			

5. Other Skills

-
-
-
-

6. Present Position

7. Specific Country Experience

Country

8. Professional Experience Record (Projects)

Date:	
Location/Country:	
Company:	
Position:	
List of Projects:	

9. References

Name	Position	Telephone/Email

Form (8) Similar Projects (2 pages)

I. Performance Record Table for the past 10 years – Completed Contracts

List all similar construction contracts or subcontracts completed by your organization in the past 10 years. Fill out columns (G), (H) and (I) for projects completed within the 5 years only. Use additional sheets if necessary.

For all projects listed, attach copies of the certificate of completion or a statement from the employer or consultant confirming completion.

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Project #	Owner Name	Name and Location of Project / Description of Work	Name of Engineer/ Consultant in Charge	Contract or Subcontract Price (USD)*	Start Date of the Project	Approved Completion Date / Was Contract Completed on Time? ("Yes" or "No")? If "No" add Actual Completion Date here and explain why in the explanation sheet below	Total Number and Total Amount of Claims Filed by Your Organization. Were there any claims not settled with Owner within six (6) months after Approved Completion Date ("Yes" or "No")? If "Yes", provide additional information on those claims in the explanation sheet below	Were there any Penalties Imposed, Litigations or Claims Filed against the Organization for the Work ("Yes" or "No")? If "Yes", indicate plaintiff(s), date(s) and amount(s), as well as date(s) settled, and provide explanation in the explanation sheet below

*If Subcontractor, indicate the amount of subcontract work and the amount of the prime contract work.

For contracts in EGP convert to USD using the Egyptian Central Bank current exchange rate.

Form (9) Successful Past Performance Record

Details of Three Similar Projects, Similar in Nature and Complexity within the past ten years		
Project Name:		Project Location:
Name of the Owner:		Address:
Contract Value:	Actual Construction Cost:	Consultant Supervising in Charge:
Start Date:	Contract Completion Date:	Actual Completion Date:
In the event of non-timely completion, provide explanations and details:		
<p>Were there any claims that were not settled before the Approved Completion Date?</p> <p>If yes, provide explanations and details (in particular, list all such claims, their amounts and dates settled, and explanations).</p>		<p>Were there any penalties imposed, litigation or claims filed against the organization for the work?</p> <p>If yes, provide explanations and details:</p>
Percent of work completed by subcontractors:		
<p>Narrative Description of Project</p> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>For each project, provide copies of the following supporting documents:</p> <ol style="list-style-type: none"> 1. Certificate of completion 2. Final voucher 3. Original contract 4. Last contract modification 		

PART 4 FORMS: FINANCIAL ELIGIBILITY CERTIFICATE

Applicants are requested to submit Form (10), Letter of Financial Solvency for an amount equal to the amount stipulated in the form if the Applicant intends to bid on only one contract. If the Applicant intends to bid on more than one contract, the Applicant must submit Form (10) for the amount stipulated in Form (10) multiplied by the number of contracts that the Applicant wants to bid on. Failure to submit Form (10) shall lead to disqualifying the Applicant.

In addition to filling out Form (10), the Applicant must submit a copy of the firm's two most recent annual financial statements.

Form (10) Letter of Financial Solvency

(should be on bank letterhead)

Date:

Attn.: Holding Company for Water and Wastewater (HCWW)

Subject: Letter of Financial Solvency

Dear Sirs:

(*name of bank and branch*) hereby informs you that our Client M/S (*name of Contractor*) has:

1. Current account(s) in the amount not less than EGP 2,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate}.
2. The Bank is prepared to provide them with the following guarantees
 - 2.1 Performance Guarantee in the amount not less than EGP 4,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate}.
 - 2.2 Advance Payment Guarantee in the amount not less than EGP 8,000,000 {or equivalent in USD using the Egyptian Central Bank current exchange rate}.

This letter is provided to M/S (*name of Contractor*) without any responsibility or liability on our part and may not be used except in front of the agency addressed above for the purposes specified and does not conflict with the provisions of the law.

Stamp and Signature

PART 5 FORMS: MISCELLANEOUS FORMS

All Applicants must fill out Form (11) and Form (13) regarding Anti-Terrorist Financing and Conflict of Interest. U.S. Applicants must submit additional Form (12) concerning equal opportunity obligations. All Egyptian, U.S. and other international Applicants are required to fill out Form (14), Declaration of Fulfilment of Code 937 Requirements.

Form (II) Anti-Terrorist Financing Certification

By signing and submitting this application, the Applicant provides the certification set out below:

1. The Applicant will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Applicant to comply with its obligations under paragraph 1:
 - a. Before providing any material support or resources to an individual or entity, the Applicant will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID through the Holding Company for Water and Wastewater (HCWW) to the Applicant.
 - b. Before providing any material support or resources to an individual or entity, the Applicant also will verify that the individual or entity has not been designated by the United Nations Security Council (UNSC) Sanctions Committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Applicant shall refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
 - c. Before providing any material support or resources to an individual or entity, the Applicant will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it shall be aware.
 - d. The Applicant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification –
 - a. "Material support and resources" mean currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

- b. "Terrorist act" means –
- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Applicant has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Applicant's obligations under paragraph I are not applicable to the procurement of goods and/or services by the Applicant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Applicant has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement between the HCWW and the Applicant which may be issued as a result of this application, and any violation of it shall be grounds for unilateral termination of such agreement by the HCWW, subject to the approval of USAID.

Signed: _____

(Typed Name and Title)

Date

(Name of Organization)

Form (12) Equal Opportunity Obligation Certification

(For U.S. Applicants only)

By signing and submitting this application, the Applicant provides the certification set out below:

The Applicant will not discriminate in recruitment or employment conditions of personnel hired in the United States because of race, religion, color, sex or national origin and will maintain compliance with its equal employment opportunity obligations under Executive Order 11246, as amended, and the regulations and orders issued thereunder

This Certification is an express term and condition of any agreement between the Holding Company for Water and Wastewater (HCWW) which may be issued as a result of this application, and any violation of it shall be grounds for unilateral termination of such agreement by HCWW, subject to the approval of USAID.

Signed: _____

(Typed Name and Title)

Date

(Name of Organization)

Form (I3) Conflict of Interest Certification

By signing and submitting this application, the Applicant provides the certification set out below:

The Applicant including any proposed subcontractor is not associated with, nor has a business relationship with, nor, in the past three years, been associated or had a business relationship with CDM Smith (the Project Engineer) in the preparation of the feasibility study, design, specifications and bidding documents for the USAID IWSS Project.

This Certification is an express term and condition of any agreement between the Holding Company for Water and Wastewater (HCWW) and the Applicant which may be issued as a result of this application, and any violation of it shall be grounds for unilateral termination of such agreement by HCWW, subject to the approval of USAID.

Signed: _____

(Typed Name and Title)

Date

(Name of Organization)

Form (I4) Declaration for Fulfilment of Code 937 Requirements

By signing and submitting this form, the Applicant provides the certifications set out below:

- A. The Applicant is incorporated or legally organized under the laws of a Code 937 country.
- B. The Applicant is operating as a going concern in a Code 937 country, and **{the Applicant must choose either C or D}**
- C. Is managed by a governing body, a majority of whom are citizens or lawful permanent residents of a Code 937 country, or
- D. Employs citizens or permanent residents of a Code 937 country in more than half its permanent full-time positions and more than half of its principal management positions.

This Certification is an express term and condition of any agreement which may be issued between the Holding Company for Water and Wastewater (HCWW) and the Applicant as a result of this application, and any violation of it shall be grounds for unilateral termination of such agreement by HCWW and the Applicant, subject to the approval of USAID.

Signed: _____

(Typed Name and Title)

Date

(Name of Organization)

APPENDIX I – LIST OF DEVELOPING COUNTRIES¹

Low income/lower middle income

Afghanistan	Gambia	Myanmar
Bangladesh	Guinea	Nepal
Benin	Guinea-Bissau	Niger
Burkina Faso	Haiti	Rwanda
Burundi	Kenya	Sierra Leone
Cambodia	Korea, Dem Rep.	Somalia
Central African Republic	Kyrgyz Republic	Tajikistan
Chad	Liberia	Tanzania
Comoros	Madagascar	Togo
Congo, Dem. Rep	Malawi	Uganda
Eritrea	Mali	Zimbabwe
Ethiopia	Mozambique	São Tomé and Príncipe
Angola	India	Senegal
Armenia	Iraq	Solomon Islands
Belize	Kiribati	Sri Lanka
Bhutan	Kosovo	Sudan
Bolivia	Lao PDR	Swaziland
Cameroon	Lesotho	Syrian Arab Republic
Cape Verde	Marshall Islands	Timor-Leste
Congo, Rep.	Mauritania	Tonga
Côte d'Ivoire	Micronesia, Fed. Sts.	Turkmenistan
Djibouti	Moldova	Tuvalu
Egypt, Arab Rep.	Mongolia	Ukraine
El Salvador	Morocco	Uzbekistan
Fiji	Nicaragua	Vanuatu
Georgia	Nigeria	Vietnam
Ghana	Pakistan	West Bank and Gaza
Guatemala	Papua New Guinea	Yemen, Rep.
Guyana	Paraguay	Zambia
Honduras	Philippines	
Indonesia	Samoa	

¹ Refer to ADS chapter 310 “Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID”.

APPENDIX 2 – LIST OF ADVANCED DEVELOPING COUNTRIES²

Advanced developing countries are excluded from USAID Principal Geographic Code 937 except for the procurement of commodities and services when part of any assistance to such country (i.e., where such country is the “cooperating/recipient country” under Code 937).

Albania	Ecuador	Namibia
Algeria	Gabon	Palau
American Samoa	Grenada	Panama
Antigua and Barbuda	Iran, Islamic Rep.	Peru
Argentina	Jamaica	Romania
Azerbaijan	Jordan	Russian Federation
Belarus	Kazakhstan	Serbia
Bosnia and Herzegovina	Latvia	Seychelles
Botswana	Lebanon	South Africa
Brazil	Libya	St. Kitts and Nevis
Bulgaria	Lithuania	St. Lucia
Chile	Macedonia, FYR	St. Vincent and the Grenadines
China	Malaysia	Suriname
Colombia	Maldives	Thailand
Costa Rica	Mauritius	Tunisia
Cuba	Mayotte	Turkey
Dominica	Mexico	Uruguay
Dominican Republic	Montenegro	Venezuela, RB

End of prequalification documents

² Refer to ADS chapter 310 “Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID”.