



Republic of Iraq

# Standard Prequalification Document (SPD)

June 2012



## **Introduction**

This document has been prepared under the guidance of international documents with best practices in the field of prequalification and in a manner consistent with the applicable Iraqi legislations (which is the CPA Order No. (87) for the year 2004, or any legal law that replaces it, the instructions, circulars or controls). For the purpose of accrediting them in prequalification processes that take place before the invocation of limited competitive bidding and also the two-stage competition for works contracts or other contracts in accordance with the governmental procedures adopted in Iraq.

Successful execution of large or complex works contracts (buildings, civil engineering) or for Supplying (equipment)(custom-designed equipment), factories (Industrial plants), specialized services, some information systems and technologies, turnkey, design and execution, or contract management, requires only contracting with companies or coalition of companies with appropriate experience in the field of required technology with proper financial and administrative qualifications , which can provide all the requirements at the necessary time.

As aforesaid and with appropriate modifications, this document may be adopted for works or other requirements involving information systems or industrial plants (design, Supplying, installation).

This document will be used by the contracting entity with some minor adjustments as necessary in accordance with applicable Iraqi laws.



**Notes on Standard Prequalification Document (SPD) for the specialized sectors**

{Prequalification is usually necessary for large or complex works, or in any other circumstances where the high cost of preparing detailed bids can discourage competition, such as custom-designed equipment, industrial plants (factories), Specialized non-consulting services, some IT systems, and contracts in which the contractor's obligations are comprehensive (single responsibility - including turnkey), design, execution, or contract management. This prequalification is guaranteed by inviting invitations to bid to include only those with appropriate qualifications and resources.

This document shall not apply on Consultants' qualification

Concerning contracts, consideration shall be given to their size, degree of complexity, the cost of preparing their bids, the limits of the completion period (completion), the important nature of the works, the environmental impact, the related risks, etc.

**Studying the negatives and objectives of the prequalification process and the extent of achieving the goal thereof shall be taken into consideration**

**To avoid any confusion, the contracting entity shall remove all notes that appear with a yellow line and background, addressed thereto to provide additional guidance and information related to the characteristics of the contracting process and to prepare the final document for prequalification before the issuance thereof during the public invitation.**

The notes to be prepared by the contracting entity before the issuance of Prequalification Document are found directly in the documents themselves and they are referred to by using printed forms and means such as texts in italics with a gray background in brackets, and as shown in the following example: [Insert: name and reference No. for the invitation for Prequalification.] }

The contracting entity tries to provide explanatory texts and instructions that assist prequalification applicants to prepare the applications accurately and completely. These instructions that appear directly on the documents themselves are indicated using printed means and forms such as texts in italics and in brackets, and as shown in the following example: [insert: name of the Prequalification applicant] or \_\_\_\_\_



## Brief description

The standard prequalification document for these specialized sectors consists of a qualification document for the execution of works (or any of the other "requirements" as the case may be), as specified herein.

### Part I - Prequalification Procedures

#### Section one: Instructions to qualification applicants

This section provides information that helps qualification applicants prepare and submit prequalification applications "Applications". It also provides information about opening and evaluating applications.

**The first section contains the conditions, used without amendment.**

#### Section two: Data Sheet

This section includes conditions for each prequalification process and complements the first section, instructions for applicants, and it will be fully prepared by the contracting entity only before the issuance of prequalification documents.

#### Section three: Qualification criteria and requirements

This section outlines the methods, criteria, and requirements, used to approve how to qualify applicants and invite them later to submit bids. It will be fully prepared by the contracting entity only, prior to the issuance of prequalification documents.

#### Section four: Qualification Application Forms

This section includes the application submission form and other documents to be submitted with the "application".

#### Section five: Eligible Countries

This part includes the information, related to the eligible countries.

### Part II- Contracting Requirements

#### Section six: Scope of requirements

This section includes a brief description of requirements, delivery and completion deadlines, the location and any other contracting data that are the subject of this prequalification.



## Standard prequalification document for specialized sectors

### For Supplying or execution Works and Non Consulting Services

[insert title / name of the proposed requirements]

### Invitation for Prequalification

**Tender:** [Project Name or Tender]

**Tender No.:** [Special tab as stated in the Iraqi federal budget ]

**Date:** Issued on [date of announcement / issuance of prequalification document]



## Invitation for Prequalification

**Tender:** [Project Name or Tender]

**Tender No.:** [Special tab as stated in the Iraqi federal budget ]

**Letter of Invitation No.:** [Insert Letter of Invitation Ref. No.]

- 1- The (insert name of the contracting entity) invites the persons with competent and experience to submit prequalification applications for (the Supplying or execution) of (insert a brief description of other works and requirements.)<sup>12</sup>
- 2- Prequalification will take place through the first phase of the competitive procedures of the concerned tender by a public invitation to all applicants of the legally eligible countries as specified in the prequalification documents.<sup>3</sup>
- 3- Interested and legally eligible applicants may obtain additional information of ( insert name of the contracting entity, name of the person in charge, phone No., fax No. and website address if any) and preview the prequalification documents at the address listed below (specify the address at the end of letter at (insert the working hours.)<sup>4</sup>
- 4- Applicants interested in obtaining the full set of prequalification documents can [insert name of language: English (preferably), Arabic or Kurdish] upon submitting a written form to do so at the address below [specify the address at the end of the letter] after paying the non-refundable fee<sup>5</sup> with the value of [insert the amount of the fee Iraqi dinars]

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<sup>1</sup> Insert as the case may require: the completion term is (insert number of days/months/years or dates.)

<sup>2</sup> A brief description of the type (s) of work, equipment, or other requirements is required, including the project site, and other information necessary to assist applicants in deciding whether or not to respond to this invitation. Prequalification documents may require applicants to have specialized experience or qualifications; These requirements shall be described here as well.

<sup>3</sup> It is necessary to mention here any special conditions that restrict legal eligibility, as mentioned in Section five of the prequalification documents.

<sup>4</sup> For example, from 09:00 to 17:00

<sup>5</sup> The purchase fee of the prequalification document shall be fixed at a price equal to the cost of printing it and sending it by mail or shipment as appropriate to the importance of the tender. The fee shall be a value that insures the seriousness of the applicants but without adversely affecting competition. If the prequalification is reissued, applicants are not required to pay the fee again; they only have to pay any difference if the fee is increased.



or [insert the amount of the fee \_\_\_\_\_ and specify any currency provided that it is on the currency exchange table with the Iraqi Central Bank and has an exchange rate against the Iraqi dinar]. The Central Bank of Iraq will pay the amount [insert method of paying the prequalification documents purchase fee]<sup>1</sup>. Prequalification documents will be sent by hand<sup>2</sup>.

- 5- Applications shall be submitted in sealed envelopes at the address mentioned below [specify the address at the end of the letter] on or before [specify the time and date] with a clear indication entitled “prequalification application” for the tender of [insert the tender name and No.]. Late applications will be rejected.
- 6- The address/addresses referred to above shall be [insert the address/addresses in detail to include name of the contracting entity, the specified office (Chamber No.), name of the employee in charge, street, city (code), Country; Enter phone and fax No.]<sup>3</sup>
- 7- Applicants will be informed of the results of prequalification before the issuance of the second phase of the contracting process related to the invitation and bidding process, expected to be initiated at [select month / year].

<b>Contracting entity</b>	: [Enter name of the contracting entity.]
<b>Contracting authority</b>	: [insert name of the minister, the general manager, the president of the province or region, authorized to sign on the contracting entity].
<b>Title</b>	: [insert contracting entity’s title: the minister, the general manager, the president of the province or region].
<b>Signature</b>	:

<sup>1</sup> For example, in cash

<sup>2</sup>

<sup>3</sup> The address of the Office for access to documents, issuance of documents or delivery of applications may be different. In this case, it is necessary to specify each address at the end of paragraph 6 with a number for each address, e.g. (1), (2), (3) ... (1), (2), (3). In the text of this paragraph. Only one office will be identified with the address to deliver the applications.)



Date

:

# Standard Prequalification Document for Specialized Sectors

[For the supplying or execution of contractings]

*[insert title / name of the proposed requirements]*

**Tender** : [Project Name or Tender].

**Tender No.:** [Special tab as stated in the Iraqi federal budget ].

**Invitation for Bidding No.** : [Insert Invitation for Bidding Ref. No. ].

**Date** : Issued on [date invitation for bidding for prequalification].





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## Part I – Prequalification procedures

This section describes what is required of the "applicant" in terms of preparing his application, how to present it to the employer (the contracting entity) and the criteria that the employer will apply in assessing the application.



## Section one- Instructions to applicants

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## Section I - Instructions to Applicants

### a- General

#### 1- Scope of Submission

1.1 With reference to the invitation for prequalification<sup>1</sup>, in Section Two, the “**prequalification Data Sheet**”, the contracting entity, as defined in the Data Sheet, issues this “**prequalification document**” for those interested potential “**applicants**” and interested in submitting “requirements” for prequalification to participate in the bidding process in the second phase of the contracting process for the "requirements" described in Section six, " Scope of Requirements". In case the contracting requirements require contracting on single-contracts basis (i.e. parts), this shall be determined at the **Data Sheet** along with the tender No., following the prequalification in the **Data Sheet**.

#### 2- Funding source

2.1 The funding source of the contract(s) that will be awarded shall be the federal budget appropriations for the government of Iraq or any other source as defined in the **Data Sheet**.

2.2 The Public Contracts Law, the (dissolved) CPA Order No. (87), the instructions for the execution of government contracts No. (1) of 2008, as amended, the integrity laws, the related government amendments and circulations and the relevant enforceable Iraqi Laws for this prequalification document shall be adopted.



### 3- Corruption and illegal actions practices

3.1 For the Supplying of goods, the execution of works and the provision of services in projects financed by the federal budget of the Government of Iraq, the contracting entity shall require the applicants, bidders, processors, contractors and their agents (advertisers or non-advertisers), subcontractors, sub-consultants consultants, service providers and suppliers , and any of their employees, to take into consideration the highest standards of ethics during the contracting and execution of contracts, funded by the Iraqi government. In this regard, the contracting entity shall:

- a) Adopts the definition of “corruption and illegal actions” according to the enforceable Iraqi laws. For this purpose, the contracting entity will be also guided by the definition of terms as been defined below:
  - 1) "corrupt practice" means the presentation, submission, receipt or solicitation, directly or indirectly, of anything of value in order to improperly influence the actions of another party<sup>1</sup>;
  - 2) "fraudulent practice" means any act or omission (including distortion or misrepresentation of the facts) that knowingly or recklessly leads to deception or attempt to deceive a party to obtain a material or other benefit or to evade an obligation<sup>2</sup>;
  - 3) "Collusive practice" means any plan or arrangement between two or more parties designed to achieve an improper purpose, including improper influence on the actions of another party<sup>3</sup>;
  - 4) "coercive practice" means the injury, damage, threat of injury or abuse, directly or indirectly, by any party or property of that party, to improperly affect the actions of a party<sup>4</sup>.
  - 5) "obstructive practice" shall be

(AA) Intentional destruction, forgery, alteration of tangible evidence, or withheld from investigation or incorrect testimonies given to investigators, in order to significantly impede any investigation into allegations of **corruption, fraud, subjugation, or collusion, conducted by the contracting entity in accordance with the applicable Iraqi laws; and / or threatening, harassing, or intimidating any party, in order to prevent him from revealing his knowledge of matters related to the investigation or to prevent him from following the investigation procedures, or**

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Within this scope, any action to influence the contracting process or the execution of the contract to obtain undue progress (preferation) shall be invalid For the purpose of this paragraph, "the other party" means the official employee whose work is related to the contracting process or contract execution. Within this scope, the "official employee" includes contracting entity employees and employees of other entities who make decisions or review contract-related decisions.

<sup>2</sup> For the purpose of this paragraph, "party" means the official employee; The terms “benefit” and “obligation” relate to the contracting process or contract execution and that “act or omission” aims to influence the contracting process or contract execution.

<sup>3</sup> For the purpose of this paragraph, “two or more parties” means those involved in the contracting process (including official employees) <sup>4</sup> who are trying either themselves, or through another person or entity that does not participate in the contracting process or in the selection process, to falsify competition or to endorse bid prices at abnormal levels Competition, or all of their bid prices or other conditions have been shared.

<sup>5</sup> For the purpose of this paragraph, "party" means the participant in the contracting process or contract execution.



(BB) Actions aimed at significantly impeding the contracting entity from exercising its right to inspection and scrutiny under Article 16.1 (d) of the instructions to the applicants listed below.

- b) The contracting entity rejects any award proposal if it decides, in accordance with the applicable Iraqi laws, that the proposed bidder award the contract to him or any of his employees, agents, sub-consultants or sub-contractors working therewith or the service providers, suppliers and / or Their employees were involved, directly or indirectly, in practices of corruption, fraud, complicity, oppression or obstruction during the process of competing for the contract subject to this prequalification; The contracting entity has the right to take legal measures against any company or person, according to the Iraqi laws and procedures in force.
- c) The contracting entity has the right to include a paragraph in the bidding documents and in the contracts funded by it, according to which it requires bidders, suppliers, contractors, sub-contractors working with them, their agents, their employees, consultants, service providers, or suppliers, to allow the competent Iraqi authorities to inspect their accounts, records, and documents Related to submitting bids and implementing the contract, and referring these documents to auditing from the auditors assigned from the competent authorities, according to the Iraqi laws in force.

#### 4- Bidders eligibility

4.1 Applicants are required to meet the legal eligibility criteria as per Article 1.5. For the purpose of applying the legal eligibility criteria specified in Articles 4 and 5, the term “applicant” includes all entities associated with or that may be associated with the proposed contracting requirements (It includes all partners and any of their subsidiaries with direct or indirect control, within control or under joint control with the company), specialized sub-contractors, manufacturers or suppliers (as stated in document ELI-1.2, "Information of the applicant's authority "), And the employees of any of them, for any part of the contract and related services.

4.2 The applicant can be a company of any private entity, or a state-owned company (according to paragraph 4.9 of these instructions to the applicants) or a combination of these entities in the form of a coalition of companies within an existing agreement or with the intention to enter into a similar agreement with the notification of intention to establish the coalition certified from a competent notary. In the case of a coalition, all partners are jointly and severally liable for the implementation of the contract in accordance with the contract items. The name of the authorized representative of the coalition is determined, whereby he has the authority to perform all activities for or on behalf of any or all members of this coalition during the prequalification process, during the bidding process (in case the bid was submitted by the coalition), and during the implementation of the contract (if the contract was awarded to the coalition). If not specified otherwise in **the Data Sheet**, there are no restrictions on the number of members of the coalition.

4.3 A company may apply for prequalification individually, or as a partner in a coalition, or as a sub-contractor together, subject to the legal legislation in force in Iraq for commercial agencies. Upon obtaining prequalification, this company will not be allowed to submit a bid for the contract itself individually and as a partner in a coalition or as a sub-contractor together. However, the company can participate as a sub-contractor in more than one bid, but only in this capacity. Any bid submitted in violation of this procedure will be rejected.

4.4 A company and any of its subsidiaries (with direct or indirect control, within control or under joint control with the company)



can submit its application for prequalification individually, as a partner in a coalition, or as a sub-contractor among them, for the same contract. However, upon obtaining prequalification, only one of the prequalified applicants will be allowed to bid for the same contract. All bids submitted in violation of this procedure will be rejected.

4.5 The applicant can be a national of any country, according to the restrictions in the Instructions for Applicants 5.1. The bidder is considered to be a holder of the nationality of a country if he is a founder or registered or works in this country in accordance with the provisions of the laws of that country, according to what has been proven in the terms of the company's incorporation (or its equivalent in the Incorporation or association forms) or company registration documents, as the case may require. This criterion will also be applied to determine the nationality of the proposed subcontractors who are specialists or suppliers for any part of the contract including related services.

4.6 Applicants shall not have any conflicts of interest. All applicants who are found to be in conflict of interest will be excluded. Applicants will be considered in a conflict of interest, if:

- a) The applicant or one of its subsidiaries (branches) participated as a consultant in preparing the design, technical specifications or other documents that will be used for the contracting requirements that are the subject of this prequalification;
- b) The applicant or any of its subsidiaries (s) as an engineer or project manager have been operated (or proposed to operate) by the Contracting Authority to implement the contract subject to the contractual requirements.

4.7 The applicant who has been penalized by the Contracting Authority in accordance with Articles 3.1 and 4.10 of the Instructions to the Applicants shall lose the legal capacity for prequalification, to submit the tender, to award the contract to him financed by the contracting entity or to benefit from a contract funded by the contracting entity, or other, for the period of time that has been determined by the contracting entity in accordance with the Iraqi laws in force.

4.8 The list of companies (including individuals) which is excluded (blacklisted) is available at Ministry of Planning.

4.9 The applicant shall not have been issued against him a decision prohibiting him from dealing (whether committees suspending future activities, blacklisting, listing in the list of reluctant companies) through the Ministry of Planning and according to the effective Iraqi legislation (which is the authority of the Coalition Authority No. (87) for the year 2004, the law Instructions, circulars, controls).

4.10 Government and public sector employees are not allowed to participate directly or indirectly in public tenders in accordance with the applicable Iraqi laws.

4.11 The applicant shall provide all evidence of his legal capacity to the satisfaction of the contracting entity, as may reasonably be required by the contracting entity.





## 5- Eligibility

5.1 Companies and individuals can be legally ineligible if they hold the citizenship of unqualified countries. Countries, persons, or entities are not legally qualified if: a) In accordance with the law, official instructions, or obligations of Iraq within the framework of the League of Arab States and the Organization of Islamic States, the Republic of Iraq prohibits commercial relations with this country; or b) In accordance with the act of commitment to a decision issued by the United Nations Security Council under Chapter seven of the United Nations Constitution, Iraq prohibits contracting to import goods, perform works or provide services with that country, or pay any sums to any country, people, or entities in that country ; or c) That a decision to prevent from dealing (whether committees suspending future activities, blacklisting, listing in a list of companies that are lagging) is not issued through the Ministry of Planning and according to the effective Iraqi legislation (which is the authority of the Coalition Authority No. (87) for the year 2004, the law, instructions, circulars , Controls).

### **b- Contents of prequalification document**

## 6- Sections of Prequalification Document

6.1 The prequalification document consists of parts 1 &2 that contain all the below contained sections and they shall be read, in conjunction with any issued appendix according to Article No. 8 of the Instructions to applicants.

### Part I: Prequalification Procedures

- Section one: Instructions to applicants.
- Section two: Prequalification Data Sheet ( Data Sheet).
- Section three: Qualification Criteria and Requirements.
- Section four: Application documents.
- Section five: Contracting entity policy- Corruption and illegal actions practices.

### Part II: Contracting Requirements

- Section six: Scope of requirements

6.2 Unless it was obtained directly from the contracting entity, the contracting entity will not accept any responsibility for completing the document, answering inquiries, the minutes of the meeting before submitting the applications (if any), or the annexes to the qualification document according to Article 8 of the instructions to the applicants. In the event of any inconsistencies, the documents issued directly by the contracting entity will be approved.

6.3 The applicant is expected to review all instructions, documents and conditions contained in the qualification application document and to include in its application all the information or documents required in the prequalification document.



## 7- Inquiries and pre-submission of applications **conference**

7.1 The prospective applicant shall participate, and in need of any inquiries on the prequalification document, contact the contracting entity in writing or via cable (the term “cable” includes telex, fax, or email if specified) at the address of the contracting entity and as specified in **the Data Sheet**. The contracting entity will respond in writing to any application for clarification (inquiries), provided that such inquiries are received in a time limit of no less than a week before the deadline for submitting the applications (closing date). The contracting entity will send a copy of its answer to all potential applicants who received the prequalification document directly from it, including a description of the subject of the inquiry without specifying its source. If this is specified in **the Data Sheet**, the contracting entity will also publish these replies immediately as specified in **the Data Sheet**. If the contracting authority finds it necessary to make an amendment to the prequalification document as a result of an inquiry, it shall do so pursuant to the procedure contained in Article 8 of the instructions to the applicants in accordance with the provisions of Article 17.2 of these instructions.

7.2 If this is specified in the Data Sheet, the contracting entity invites the potential applicant or its representative to attend the pre-submission conference at the place, date, and time as it appears in **the Data Sheet** and on the cost of the applicant. Prospective applicants can inquire about the project requirements, qualification criteria, or any other features of the prequalification document, during this conference.

7.3 After the conference, the contracting entity shall send copies of the conference minutes (if any) including the text of the applicants’ questions and the questions presented during the meeting (without specifying the source) and the answers to them, along with the answers prepared after the meeting, to all potential applicants who Receive the prequalification document directly from the contracting entity. Any amendment to the prequalification document that may become necessary as a result of the pre-submission conference will be made exclusively by the contracting authority by issuing an amendment supplement in accordance with Article 8 of the instructions to the applicants. Failure to attend a pre-submission conference will not exclude the applicant.

Subsequent amendments to a specific topic will replace and suppress the preceding.

## 8- Amendment of prequalification document

8.1 At any time before the deadline for submitting applications, the contracting entity can amend the prequalification document by issuing an amendment supplement thereto.

8.2 Any supplement issued will become part of the prequalification document, and it will be written in writing to all potential applicants who received the prequalification document from the contracting entity. The contracting entity will publish the amendment supplement immediately, as specified in **the Data Sheet**. When the amendment supplement relates to the extension of the deadline for the submission of applications in accordance with Article 8.3 of the Instructions to Applicants, the contracting entity will publish the announcement of the extension in the same way in which it announced the announcement of this prequalification.

8.3 In order to give potential applicants the time necessary to take the amendment supplement into consideration in preparing their



applications, the contracting entity may, at its discretion, postpone the deadline for submission of applications in accordance with Article 17.2 of the Instructions to Applicants.

## **c- Preparation of applications**

### **9- Cost of applications**

9.1 The applicant shall bear all costs related to preparing and submitting his application. In any case, the contracting authority will not bear any responsibility or obligations for these costs, regardless of the progress of the prequalification process or whatever its outcome.

### **10- Language of application**

10.1 The application will be written as well as all correspondence and documents related to the prequalification process and exchanged between the applicant and the contracting entity in the language specified in **the Data Sheet**. Another language may be approved for any of the supporting documents and publications that are part of the application, provided that it is accompanied by an accurate translation of it in the language specified in **the Data Sheet**, where in this case, the translation will be approved for the purposes of application interpretation.

### **11- Documents constituting the application**

11.1 The application shall include the following:

- (a) The application submission form according to article 12.1 of the instructions to applicants;
- (b) Enforceable and in writing authorization to sign on the application; compelling the applicant, as been sepecified in **the Data Sheet** and according to Article 1.15 of the instructions to applicants, taking into consideration the in force legal legislations in Iraq for commercial agencies.
- (c) Documentary evidences demonstrating the applicant's legal capacity, in accordance with Article 1.15 of the Instructions to Applicants;
- (d) Documentary evidences proving the applicant's qualifications, in accordance with Article 14 of the Instructions to Applicants; and
- (e) The applicant's purchase of the prequalification document;
- (f) Any other document required and specified in **the Data Sheet**.

### **12- Application submission form**

12.1 The applicant will submit a complete application form according to the application documents (forms) - Section Four. This document shall be completed without any change in its wording.

### **13- Documents proving the applicant's eligibility**

13.1 In order to demonstrate legal eligibility in accordance with Article 4 of the Instructions to Applicants, the applicant shall complete the legal eligibility permits, in the application form and legal eligibility documents 1.1 ELI and 2.1, found in Section four (application documents).

### **14- Documents proving the applicant's qualifications**

14.1 In order to establish the applicant's qualifications to implement the contract(s) in accordance with Section three "Eligibility Criteria and Requirements", the applicant shall provide the required information in the relevant information documents, found in Section four, the application documents.



14.2 When an applicant is required in the application document to state an amount of money, the applicant is required to state the currency as specified in **the Data Sheet** using the exchange rate that was determined according to the following:

For the annual income or financial data required for each year - the exchange rate prevailing on the last day of the relevant time year (where the amounts shall be disbursed for this year) that was originally approved

The value of a single contract - the exchange rate prevailing at the date of the contract

Available exchange rates will be approved from the public sources referred to in **the Data Sheet**. Any error in setting exchange rates in the application can be corrected by the contracting entity.

## 15- Signature of application and counterparts

15.1 The applicant shall prepare the original documents that make up the application according to what was described in Article 11 of the Instructions to the applicants, and it shall be clearly marked as “original”. This original copy of the application shall be printed or edited with ink that does not disappear, and signed by the person authorized to sign on behalf of the applicant. If the application is submitted by a consortium of companies (joint venture, partnership), then the application shall be signed by the representative of the consortium authorized to do so on behalf of the consortium and in a manner that is legally necessary for all the members of the consortium according to what has been proven in the official authorization signed by the legal representatives of the consortium. The applicant shall ensure that the authorized signatory to sign the application submission form and the documents attached to the application. He shall also ensure that the authorized or authorized signers sign initials on every page of the application, with the exception of unmodified printed texts.

15.2 The applicant shall provide copies of the signed original application, with the number specified in **the Data Sheet**, and mark it with a copy. In the event of a difference between the original and the copies, the original will be approved.

## d- Submission of applications

### 16-Stamping and marking of applications

16.1 The applicant shall put the original application and each copy of it in a stamped envelop:

- a) It shall be marked with the name and address of the applicant;
- b) It shall be addressed to the contracting entity according to Article 17.1 of the instructions to applicants;
- c) It shall be marked with the name and reference number of the prequalification as been specified in Article 1.1 of **the Data Sheet**.

16.2 The contracting entity will not bear any liability for the non-submission of any envelop that is not submitted as been required in Article 16.1 above of the instructions to applicants.



## 17-Deadline for submission of applications

17.1 Applicants can either submit their applications by hand or by registered mail. Applications shall be received by the contracting entity at the address and not after the closing deadline specified in **the Data Sheet**.

17.2 The contracting entity shall, at its own discretion, extend the deadline for the submission of applications by amending the prequalification document according to Article 8 of the instructions to applicants. In this condition, the rights and duties of the contracting entity and applicants, specified according to the previous deadline to the final new deadline.

## 18-Late applications

18.1 No bids that have been reached to the employer after the termination of the deadline specified in the data sheet shall be accepted.

## 19-Opening of applications

19.1 The contracting entity shall open all applications on the date and at the place, specified in **the data sheet**.

19.2 The contracting entity will prepare minutes of the application opening session, including, at a minimum, the names of the applicants. A copy of the record will be distributed to all applicants, based on a written application from them.

## e- Applications evaluation procedures

### 20- Confidentiality

20.1 No information related to applications shall be disclosed, with their evaluation and evaluation results of any of the applicants or any other person who has no official relationship with the prequalification procedures, pending notification of the results of prequalification for all applicants according to Article 28 of the instructions to the applicants.

20.2 If any applicant desires to contact the contracting entity during the period from the deadline for applications to the time of notification of prequalification results in accordance with Article 28 of the instructions to the applicants on any matter, related to the prequalification process (Except as specified in Article 20.1 above.), he can only do so in writing.

### 21- Clarification of applications

21.1 In order to assist in the evaluation of applications, the contracting entity can, at its discretion, application clarifications (including missing documents) from the applicant about his application so that the clarification is given at a specified, reasonable time. Any application for clarification from the contracting entity and all answers to it from the applicant will be made in writing;



21.2 If the applicant does not respond to the application for clarifications from the contracting entity and / or provide the required documents on the date and time specified by the contracting entity in the application for clarification, his application will be evaluated based on the information and documents available at the time of the evaluation of the application.

## 22- Responsiveness to applications

22.1 The contracting entity can reject any request that does not respond (fulfill) the requirements of the prequalification document. In case the information provided by the applicant is incomplete or requires additional clarifications according to Article 21.1 of the instructions to the applicants, and the applicant fails to provide the appropriate clarifications and / or required information, this may lead to the exclusion of the applicant.

## 23- Local preference for bidder's price

23.1 Except for the purchase of medicines and medical supplies, unless specified otherwise in **the Data Sheet**, a margin of preference will not apply to local bidders in the bidding process resulting from this prequalification.

## 24- Subcontractors

24.1 unless otherwise specified in **the Data Sheet**, the contracting entity shall not intend to implement any of the special elements of the contracting requirements, subject matter of the prequalification, via "named" subcontractors, selected previously by the contracting entity.

24.2 The contracting entity may decide to allow subcontracting for a specific specialization in the contracting requirements according to the content mentioned in section three, 4.2, experience. The contracting entity can do this on its own initiative or upon the request of applicants during the prequalification process (if being justified). When the contracting entity allows subcontracting, the special experience of subcontractors in the evaluation will be considered. Section three explains the qualification criteria for subcontractors.

24.3 Applicants can suggest a percentage of subcontracting to the total value of the contract or to the size of the contracting requirements listed in **the Data Sheet**, and as described in Article 25.2 of the Instructions to Applicants.

## f- Evaluation of applications and applicants' qualification

### 25-Evaluation of applications

25.1 The contracting entity will use the factors, methods, standards and requirements specified in section three, Qualification Criteria and Requirements **for evaluating** the qualifications of applicants. No other methods, criteria or requirements may be used. The contracting entity shall maintain the right to accept any simple deviations from the qualification criteria if it does not materially affect the technical ability and financial resources of the applicant to implement the contract.

25.2 If the applicants are planning to subcontract, they shall specify in the application form, the activity (s) or parts of the



contracting requirements that will be subcontracted, including the full details of the subcontractors, their qualifications and experience. The proposed subcontractors shall be fully qualified for their proposed work, and they shall meet the criteria specified in Section three, and if they fail to do so they will not be allowed to participate. The qualifications and experience of proposed subcontractors in Article 24.3 of the instructions to applicants in evaluating the applicant will not be considered. The applicant shall (without taking into consideration the qualifications and experience of subcontractors) fulfill the qualification criteria by itself.

25.3 In case of the tender for multiple contracts, applicants shall specify a single contract or a mixture of interested contracts. The contracting entity will qualify each applicant for the largest mix of contracts for which the applicant has identified his / her interest and in which the applicant fulfills all appropriate requirements. The requirements and qualification criteria are described in Section three, however, for the special experience in Section 4.2 (a) of section three, the contracting entity will select one or more than one option of the below defined options;

N represents the minimum number of contracts

V represents the minimum value per single contract

**a) Prequalification per single contract:**

First option: (1) N contracts, each with a value of no less than V

or

Second option:

Less than or equal to N contracts, each with a value of no less than V, but with a total value of all contracts equal to or more than  $V \times N$ ;

**b) Prequalification per multiple contracts:**

First option: 1) The requirements of the contract(s) will be the minimum total requirements for each contract of which the applicant submitted his application on the basis thereof according to the following and where they are N1, N2, N3 ... different contracts:

Unit (1): For N1 contracts, each with a value of no less than 1 V;

Unit (2): For 2N contracts, each with a value of no less than 2 V;

Contract (3): For 3N contracts, each with a value of no less than 3 V;

etc....

or

Second option (2) the first unit:

The number of contracts is less than or equal to N1 contracts, each with a value of no less than V1,

But with a total value of all contracts equal to or more than  $x \times N1 \times V$ ;



The second unit:

The number of contracts is less than or equal to 2 N contracts, each with a value of no less than 2 V,  
But with a total value of all contracts equal to or more than 2 x N 2V;

The third unit:

The number of contracts is less than or equal to 3 N contracts, each with a value of no less than 3 V,  
But with a total value of all contracts equal to or more than 3 x N 3V;  
etc....

or

Third option: qualification for all groups according to conformity with (1) and (2) above in relation to the minimum value of single contract per unit, that the total number of contracts is equal to or less than  $N1 + N2 + N3 + \dots$  but the total value of all these contracts is equivalent to or More than  $N1 \times V1 + N2 \times V2 + N3 \times V3 + \dots$ .

25.4 The applicant's qualifications will be only taken into consideration. In particular, the qualifications of the parent companies or other subsidiary companies that do not form a partner to the applicant in a coalition / joint venture will not be considered in accordance with Article 4.2 of the instructions to applicants (or jointly as a subcontractor according to Article 25.2 of the instructions to applicants).

## **26- Contracting entity's rights to accept or reject the applications**

26.1 The contracting entity shall have the right to accept or reject any application and to cancel the prequalification procedures and to reject all applications at any time without incurring any obligations towards the applicants. In case of cancellation, the contracting entity will return the amount of purchase of prequalification document to the applicants.

## **27- Prequalification of applicants**

27.1 Prequalification will be concluded by the contracting entity for all applicants whose applications entirely fulfills the defined qualification requirements.

## **28- Notice of prequalification**

28.1 The contracting entity will notify all applicants in writing of the names of applicants; achieving prequalification or conditioned prequalification. In addition, all applicants who have **not passed** prequalification will be notified separately.

28.2 The applicants who have **not passed** prequalification can write a letter to the contracting entity to request the grounds, approved for exclusion thereof in writing.

## **29- Invitation for bidding**

29.1 Immediately after notification of the results of the prequalification, the contracting entity shall direct all applicants who have





undergone prequalification or conditional prequalification to submit their bids.

29-2 Bidders may be required to submit a bid guarantee in the form and amount, specified in the bid documents, according to the approval of the contracting entity. The winning bidder shall provide a good execution guarantee as defined in the bid documents.

### **30- Changes in the qualification of applicants**

30.1 Any change in the structure of the applicant after passing the prequalification according to Article 27 of the instructions to applicants and after inviting it for the submission of its bid (including, in case of coalition, any change at the structure of any partner), shall be made by the written approval of the contracting entity and with an appropriate period, preceding the deadline for the submission of bids. This approval will be revoked if 1) The applicant who passed the prequalification has prospected partnership with the applicant that has been excluded or in case of coalition excluded with any of the partners of this coalition, 2) It was found that as a result of this change, the applicant no longer essentially fulfills the qualification criteria specified in section three (Qualification Criteria and Requirements), or 3) This change, in the opinion of the contracting entity, can lead to a significant decrease in the competition. Any similar change shall be submitted to the contracting authority no later than 14 days after the date of the invitation for bidding.



## Section two: Prequalification Data Sheet

### Notes on the preparation of the prequalification Data Sheet

The purpose of the second section is to assist the contracting entity to provide the information related to the instruction materials to the applicants, contained in section one, to be prepared for each special tender process.

The contracting entity shall determine at the prequalification document's Data Sheet, the information and requirements of the contracting entity's conditions, the prequalification process and adopted provisions for the qualification criteria, to be adopted in the applications. Upon the preparation of the second section, ensure the following advantages:

Information that identifies and complements the provisions of Section one shall include instructions to applicants. The attachments and / or additions, if any, to the provisions of Section One, instructions to the applicants, as required by the specific conditions of the tender, shall also be included.

The following private data will supplement, add or amend the provisions specified in the instructions to applicants. In case of any inconsistency, the provisions in the prequalification Data Sheet ( Data Sheet) will be adopted instead of those contained in the instructions to applicants.

### A.General

Instructions to applicants/ Article	
1.1	Invitation for Prequalification No.: (insert the declaration/ lawsuit's name and No.) Contracting entity: (Insert name of the contracting entity). Name of the contact(s) resulting from the bidding process: (insert the number, name and invitation No. for each contract in case the contracting requirements are not divided into many contracts, insert the set out name at the contracting requirements.) Tender Name: [insert name and No. of the tender resulting from the prequalification process. ]
2.1	[Specify the year of the federal budget certified by the relevant authorities with the project tab] for the account [insert the contracting entity's name]  Funding source for this contract (these contracts): [specify funding source] Project name: [insert the name of the project included in the federal budget]
4.2	The maximum number of joint venture' partners (coalition): [insert the number or "unlimited"].



<b>B.Contents of the prequalification document</b>	
7.1	<p>For the purposes of inquiries, the applicant shall contact the contracting entity in writing at the following address: Mention “the same address specified in Article 1.1 of the instructions to the applicants” or enter the information on the full address of the contracting entity as follows: Note: [insert: the name of the person in charge and the Chamber No. (if any), for example a contracting officer] Address: [insert street name and No.] [insert building and floor name] City: [insert city’s name] Mailbox: [insert mailbox No., if any] Country: [insert country’s name] Phone No.: [Enter the phone No. including the country and city code, for information purposes only] <u>{ If contacting the cable is accepted, the following shall be added:</u> For the purposes of inquiries and clarifications, the applicant can contact the contracting entity via cable. The term cable includes: Fax number: [enter the fax number including the country and city code, and the direct number of the responsible employee] And/or Email site: [Enter the official employee’s website, if inquiries and clarifications can be made via email] }</p>
7.1 & 8.2	<p>The contracting entity will publish the results according to the Iraqi Laws in force: <b><u>If the following is possible,</u></b> The contracting entity will also publish its answers immediately at the following website: { [If used, specify the widespread website or free entry portal where information about prequalification is published] }</p>
7.2	<p>[A pre-submission conference will <b>or</b> will not be held] [If the conference is approved, the title, date, and time of the conference shall be determined.]</p>
<b>C.Preparation of applications</b>	
10.1	<p>The prequalification document has been issued in the language [to choose one or more languages: Arabic, Kurdish or English (preferred for international competitions)].</p>



<p>{If more than one language is adopted, then specify: “Applicants can submit their applications in any of the above languages. However, applicants cannot submit their application in more than one language.”}</p> <p>The language of all mutual correspondence is: [Insert the language of the prequalification document if the prequalification document has been issued in one or any of the above languages if the prequalification document has been issued in more than one language].</p> <p>The application will be submitted in the language: [Insert the language of the prequalification document if the prequalification document was issued in one or any of the above languages if the prequalification document was issued in more than one language]</p> <p>The adopted language for the translation of supporting documents and textbooks shall be (insert one language.)</p>	
<p><b>11.1</b> (b)</p>	<p>The written confirmation of authorization to sign on behalf of the applicant shall either be in the form of a legal authorization and enforced by the applicant, and shall not be older than three (3) months from the date of application or in the form of a valid company registration certificate (the company’s establishment certificate indicates the signature authority), subject to the legal legislation in force in Iraq for commercial agencies.</p>
<p><b>11.1</b> (c)</p>	<p>The applicant shall submit his application with the following additional documents: [insert list of additional documents].</p>
<p><b>14.2</b></p>	<p>The adopted currency shall be Iraqi Dinars.</p> <p>The source approved for determining exchange rates will be: [insert the name of the source in charge of issuing exchange rates (for example, the Central Bank of Iraq or an available public source)].</p> <p>In the event that no exchange rates are available from the above source on this date, the last exchange rates issued by the same source that are available before that date will be adopted.</p>
<p><b>15.2</b></p>	<p>The number of copies required to be submitted with the application in addition to the original copy is: [insert number of copies].</p>
<p><b>D. Submission of applications</b></p>	
<p><b>17.1</b></p>	<p>The deadline for submitting the application is: Date: [insert date] Time: [insert time]</p> <p style="background-color: yellow;">{Note: For the purposes of submitting the bid, the bid is submitted to the employer 's address shown only later</p>



	<p><u>Name of the person authorized to receive:</u>  <u>Floor No. and chamber No.:</u>  <u>Street address:</u>  <u>City:</u>  <u>Country:</u>  <u>Bid deadline:</u>  <u>Date:</u>  <u>Time:</u>  <u>Submitting the bid electronically (enter allowed or not allowed). In case the bid is allowed to be submitted online, the procedures followed are as follows:</u>   <u>Note: [insert: the name of the person in charge and the Chamber No. (if applicable)].</u></p>
<b>19.1</b>	Applications will be opened at: [insert date, time and address].
<b>E. Applications evaluation procedures</b>	
<b>23.1</b>	[Insert will or <b>will not</b> ] the margin of preference for legally qualified domestic applicants;
<b>24.1</b>	<p>Currently, the contracting entity shall <input type="checkbox"/> or shall not intend to implement some special parts of the contracting requirements via previously selected subcontractors.</p> <p>[In case the contracting entity intends to do so, then a list of the special parts of the contracting requirements and the subcontractors related thereto shall be established]</p>
<b>24.3</b>	<p>The maximum allowable percentage for subcontracting is [insert]% of the total value of the contract or [insert]% of the size of the contracting requirements [to describe the contracting requirements]</p> <p>In the event that the supplier is a public company, it will adopt any restrictions in force regarding working with subcontractors. [The public companies will not contract with subcontractors for the entire contract that they award].</p>



### Section three: qualification criteria and requirements

This section contains all the criteria and requirements that will be used by the contracting entity in the **evaluation** of applications.

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Elegibility and qualification criteria			Compliance requirements			Documents	
Item	Subject	Required	With a single company	Coalition of companies		Submission requirements	
				All partners jointly	Every partner		One partner
<b>1. Elegibility</b>							
1.1	Nationality	Nationality according to Article 4.5 of the Instructions to Applicants	The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled	Not required	1.1– ELI and 1.2, with attachments
1.2	Conflict of interests	No Conflict of interest in accordance with Article 4.6 of the Instructions to Applicants	The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled	Not required	Application submission form
1.3	Suspension of an activity or blacklisting on the basis of forfeiting bid guarantee or engagement in fraud and corruption practices	The activity was not suspended or included on the black list of the Ministry of Planning - General Governmental Contracts Department in accordance with Article 4.7 of the instructions to applicants	The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled	Not required	Application submission form
1.4	Eligibility of the state according to United Nations resolutions or Iraqi laws	The exclusion was not a result of a ban in Iraqi laws or formal instructions to establish commercial relations with the applicant's country, or because of compliance with a United Nations Security Council resolution; Together, according to Article 5.1 of the Instructions for Applicants.	The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled	Not required	1.1– ELI and 1.2, with attachments
<b>2. Previously non-executed contracts</b>							
2.1	Biography of previously unexecuted contracts	No unexecuted contracts <sup>1</sup> due to the error of contractor/supplier have appeared since January 01 (insert the year <sup>1</sup> provided that the specified period is not more than 3 previous years.)	The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled <sup>1</sup>	Not required	Document CON-2
2.2	Unresolved legal disputes	The financial ability and future profit expectations of the applicant are still valid according to the adopted criteria in 3.1 below and all unresolved legal disputes will be deemed as settled against the applicant.	The required shall be fulfilled	Not required	The required shall be fulfilled	Not required	Document CON-2
<b>(all legal disputes that are not adjudicated will not entirely form more than (30 to 50%) of the net capital of the applicant.)</b>							
2.3	There is no continuous record of arbitral / judicial decisions against the applicant <sup>1</sup> since January 01 (Enter the year, provided that the set out period is not more than 3 previous years).		The required shall be fulfilled	The required shall be fulfilled	The required shall be fulfilled	Not required	Document CON-2
Elegibility and qualification criteria			Compliance requirements			Documents	

<sup>1</sup> These requirements shall also apply on the contracts, implemented by the applicant as a partner in the coalition.

<sup>2</sup> The non-executed contracts, as determined by the contracting entity, whereas all contracts include a) the non-execution has not been challenged by the contractor/supplier and this includes resorting to the disputes settlement mechanisms according to the contract and b) the contracts that are appealed, yet settlement is made against the contractor/ supplier. The non-executed contracts will not include contracts that have been rejected by the contracting entity / employer through the disputes settlement mechanism. The non-executed contracts shall be based on the basis of collecting the information for the (arbitral/judicial) legal disputes that are entirely settled, i.e. the legal dispute settled according to the disputes settlement mechanism according to the related contract and where all the appeal opportunities available to the applicant have been exhausted.

<sup>3</sup> The applicant shall provide accurate information at the application document, relevant to any (arbitral/judicial) legal dispute, resulting from the entirely completed contracts that are pending execution usually during the five last years. The continuous history of arbitral / judicial decisions issued against the applicant or any of the coalition partners may lead to the failure of the application.



Item	Subject	Required	With a single company	Coalition of companies			Submission requirements
				All partners jointly	Every partner	One partner	
<b>3. Financial and executive ability</b>							
3.1	<b>Financial abilities</b>	<p>(i) The applicant shall demonstrate his ability to obtain, or have in available, movable assets, immovable assets, open debt accounts, and other financial means (not related to advance contractual payments) sufficient to satisfy the cash liquidity estimated at (Enter the amount in numbers and letters in Iraqi dinars* ) required to implement the contract(s) subject to this prequalification, free of any other obligations of the applicant</p> <p>(ii) The applicant shall also demonstrate, for the approval of the contacting entity thatit has, in available manner, appropriate funding sources; fulfilling the cash liquidity requirements for the currently and future required obligations of the contract.</p> <p>(iii) Data shall be provided for audited balance accounts, or if this is not required in accordance with the laws of the applicant's country, other financial accepted reports by the contracting entity, for the years (insert the number of required years in digits and letters, usually the last five years and not less than three year) that proves the current financial ability of the applicant and indicates the future profits prosepects positigely.**</p>	<p>The required shall be fulfilled</p> <p>The required shall be fulfilled</p> <p>The required shall be fulfilled</p>	<p>The required shall be fulfilled</p> <p>The required shall be fulfilled</p> <p>Not required</p>	<p>Not required</p> <p>Not required</p> <p>The required shall be fulfilled</p>	<p>Not required</p> <p>Not required</p> <p>Not required</p>	DOC 1.3 FIN with attachments
<p><b>[*]:</b> To determine the cash flow requirements for a number of months, it is calculated according to the time required by the contracting entity to pay the contractor / supplier's bill (payment request), with (a) the actual time that has passed in the implementation, since the month in which the payment request occurred (b) the time required to issue The monthly payment certificate, (c) the time required by the contracting entity to pay the amount due. The total period shall not exceed 6 months. The study of the monthly amount shall be based on a straight-line projection of the cash liquidity requirements during the special period of the contract, while neglecting any effect of prepayments or the amounts withheld but with consideration of the reserve amounts in the estimated cost of the contract.</p> <p><b>[**]:</b> The financial information provided by the applicant shall be fully reviewed in order to reach a decision with correct information, and the decision of success - the applicant's failure in the financial ability is based on this basis. Any abnormal features that could lead to financial problems should warn the contracting entity to seek the advice of a professional expert for further review and analysis.</p>							





Elegibility and qualification criteria			Compliance requirements			Documents	
Item	Subject	Required	With a single company	Coalition of companies			Submission requirements
				All partners jointly	Every partner	One partner	
3.2	<b>Annual Income revenue</b>	The minimum annual income/revenue rate shall be ( insert the amount in digits and letters in Iraqi Dinar)* calculated from the sum of the audited and received payments from the contracts pending execution and/or completed ones in the years ( insert the number of years in digits and letters, usually the last five years and not less than three years), to be divided into ( insert the number of years in digits and letters) years	The required shall be fulfilled	The required shall be fulfilled	It shall be fulfilled by (insert the number) % (insert the number in digits and letters) of the required	It shall be fulfilled by (insert the number) % (insert the number in digits and letters) of the required	DOC 2-3 FIN
<p><u>[The specified amount shall not usually be less than 2 x V / T: (V) is the estimated annual income rate or cash liquidity in the contract based on a regular future projection (in a straight line) of the cost estimated by the contracting authority, including contingency costs This is for the entire contract period, and (T) is the contract period.</u></p> <p><u>As for doubling this value, this doubling may be reduced for mega contracts, not less than 1.5]</u></p> <p><u>The projects in progress shall be clearly identified with reference to the value of contracts and the percentage (%) of work completed]</u></p>							
<b>4. Experience</b>							
4.1 (A)	<b>General experience</b>	The experience in the contracts of (operation or Supplying) at the missions of main (contractor or supplier), partner in coalition, subcontractor or management of contracts (insert the number of years in digits and letters. The required term shall be usually 5 years or more (years as minimum and as of January 01) of (insert the year)	The required shall be fulfilled	Not required	The required shall be fulfilled	Not required	DOC EXP 4.1
4.2 (A)	<b>Special experience</b>	1) The number of similar contracts <sup>2</sup> , specified below and that are completed essentially <sup>3</sup> and reasonably by the contacting entity at the missions of main (contractor or supplier), partner in coalition or subcontractor <sup>4</sup> , otherwise the management of contracts as of January 01 of (insert the year), the required term shall be usually 5 years or more (and till the final date for the submission of applications:	The required shall be fulfilled	The required shall be fulfilled <sup>1</sup>	Not required	Not required	DOC EXP 4-2 (a)

<sup>1</sup> In the case of a coalition, the total value of the contracts executed for each of the partners will not be calculated to determine whether the requirement for the minimum value of one contract has been met. On the contrary, each contract executed by each partner shall satisfy the minimum value per contract according to what is required for the one party. To find out if the coalition meets the required number of total contracts, the total number of contracts executed by all partners will only be calculated, each with an equivalent value or more than the minimum required value.

<sup>2</sup> The term "similar" will be based on the nature and size of work, complications, climatic and geological conditions, methods / techniques and / or other features described in Section six, Scope of Requirements.

It will not be allowed to collect a number of contracts with a small value (less than the value specified in the requirements) to meet the required overall.

<sup>3</sup> The material completion is considered to be based on the completion of 80% or more of the work required within the contract.

<sup>4</sup> For contracts in which the applicant participates as a partner in a coalition or as a subcontractor, only the applicant's share, in value, in meeting the requirement is calculated.



Elegibility and qualification criteria			Compliance requirements			Documents	
Item	Subject	Required	With a single company	Coalition of companies			Submission requirements
				All partners jointly	Every partner	One partner	
4.2 (A)	<b>Special experience</b>	(i) N contracts, each with a value of no less than V; or (ii) is less than or equal to N contracts, each with a value of no less than V, but with a total value for all contracts equal to or more than V x N; [Enter the value of V and N and delete (ii) if it is not supported**] <u>If the business or requirements are within the bidding of individual contracts in segments / units and group (making multiple contracts):</u> The minimum number of contracts required for the purposes of evaluating qualifications should be [insert the number of options mentioned in Article 25.3 b of the instructions to the applicants]	The required shall be fulfilled	The required shall be fulfilled	Not required	Not required	DOC EXP 4-2 (a)
		[To add the following, if a specialized subcontractor is permitted, describing the nature and features of the special requirements; 2) Regarding the following special requirements, the contracting authority allows specialized subcontractors according to Article 24.2 of the instructions to the applicants)	The required shall be fulfilled per single contract (the required may be fulfilled via subcontractor)			The required shall be fulfilled per single contract (the required may be fulfilled via subcontractor)	
<p>{*: The period usually ranges between 5 to 10 years, and it shall be related to the number of similar contracts mentioned above and the duration of the contract subject to prequalification, for example: 10 years for two years with a duration of 5 years, or 6 years for two with a duration of 3 years. Completion certificates issued by the contracting entities / employers / purchasers shall be attached in this regard.</p> <p>{**: (N Enter the number of contracts, and the number shall range from 1 to 3, depending on the size and complexity of the contract subject to this prequalification, the extent to which the contracting authority is exposed to the risk of a contractor / sub-contractor failure, and local conditions.</p> <p>V Enter the amount in Iraqi Dinars. The sum of the total value of N * V is usually for guidance approximately 80% of the estimated value of the contract subject to prequalification</p>							



Elegibility and qualification criteria			Compliance requirements			Documents	
Item	Subject	Required	With a single company	Coalition of companies			Submission requirements
				All partners jointly	Every partner	One partner	
4.2 (B)		For the above contracts and any other contacts, completed and pending completion at the missions of the main (contractor or supplier), partner in coalition, sub-contractor or management of contracts within January 01 of (insert the year) and till the final date for the submission of requests, the minimum limit of the experience of works/Supplying in the following main activities that are completed successfully <sup>1</sup> : (Identify the main activities with reference to size, number or rate of production as necessary.) <sup>2</sup>	The required shall be fulfilled	The required shall be fulfilled	Not required	The following requirements shall be met for the main activities identified below [Specify main activities and minimum related requirements]	DOC EXP 4-2 (B)

<sup>1</sup> The size, number, or production rate of any major activity can be substantiated in a single contract or group contracts if they are executed within the same time period. The production rate will be the annual production rate of the main activity (or activities). For the production rate, the rate shall be determined for the full period or in any of the years or more of this period. (The rates will be (about 80%) of the estimated production rate for the main activity (or activities) in the contract, according to the need to meet the estimated implementation program, taking into account adverse weather conditions.

<sup>2</sup> The minimum requirements for multi-contract experience will be the sum of the minimum requirements for related single contracts.



## Section Four: Application documents

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## Application submission form

Date: [insert day, month, year]

Tender Name and Number: [insert name and number]

Invitation letter number: [insert number]

**To: [insert name and address of contracting authority]**

We, the undersigned, apply for prequalification for the above-mentioned tender and acknowledge that:

- a) We have studied the prequalification application document and we have no reservations about it, including the appendix / appendices issued in accordance with Article (8) of the instructions to the applicants for prequalification: [insert the number and date of issuance of each appendix];
- b) We do not have any conflicts of interest in accordance with Article 4.6 of the Instructions to Applicants;
- c) We have legal eligibility requirements in accordance with Article 4.1 of the instructions to applicants, and our participation in contracting operations has not been suspended by the **Ministry of Planning - Governmental Contracts Directorate**, **legal Directorte** in Iraq as a result of the confiscation of the bid guarantee or because of involvement in fraud and corruption practices in accordance with Article 4.7 of the instructions to applicants
- d) We, according to Article 24.2 of the instructions to the applicants, intend to subcontract the main activities and / or parts of the following requirements: [Insert any of the main activities mentioned in Section three – 4.2 (a) or (b) permitted by the contracting entity under Prequalification document which the applicant intends to subcontract to implement with full details about the subcontractors, their qualifications and experience]
- e) We understand that you may intend to cancel the prequalification process at any time and that you are not obligated to accept any prequalification application that you may receive, or



to invite invitations to prequalification applicants who have been qualified to submit their bids for this contract related to the prequalification process, covered by these qualification procedures, Without incurring any obligations towards the applicants for prequalification, according to Article (26.1) of the instructions to the applicants.

- f) All information, statements, and descriptions included in the application are with true, correct, complete respect and in accordance with our best information and faith.

We confirm that the address of our website is [insert **the website of the company / entity**], and our postal address is [insert **the postal address of the company / entity**]. The Mr / Mrs [insert: **person's name**] with the title [insert **the person's job title**] and the email [insert: **the person's email address**] will follow up on everything related to any clarifications you may request during this prequalification process.

Signature: [insert the signature of the authorized person (s) to sign on behalf of the applicant]

Name: [insert the full name of the person signing the application]

Title: [insert the name of the title of the person signing the application]

This is as a person authorized to sign this application for and on behalf of:

Applicant's name: [insert **the full name of the applicant or coalition**]

Address: [insert street / number / city / country]

Date: [insert day, month, year]

[In case of coalition, it is necessary to sign either from all the members/partners or their authorized representatives or only from the authorized partner in charge where the legal authorization shall be attached to the signature of members/partners.]



**Document ELI-1.1 Applicant’s information**

Date: *[insert day, month, year]*

Tender Name and Number: *[insert name and number]*

Invitation for bidding No.: *[insert number]*

Page: *[insert page number]* from *[insert total number]* pages

Name of the applicant: <i>[insert full name]</i>
In case of coalition / partnership contracts, the name of each partner: <i>[insert the full name of each partner]</i>
Name of the applicant's country where the company / coalition was established or will be incorporated: <i>[insert country name]</i>
The actual or anticipated year of incorporating the applicant's company: <i>[insert incorporation year]</i>
Legal address of the applicant: ( in the state where incorporation is made): <i>[insert street / number / city / country. ]</i>
Information about the legal applicant’s representative Name: <i>[insert full name]</i> Address: <i>[insert street / number / city / country]</i> Phone / fax numbers: <i>[insert numbers, including country and city code]</i> Email address: <i>[specify address]</i>
<ol style="list-style-type: none"> <li>1. Attached copies of the original documents contained below: <ul style="list-style-type: none"> <li>• The paragraphs related to incorporation (or equivalent documents for incorporation or partnership), and / or registration documents for the legal entity mentioned above, according to Article 4.5 of the instructions to applicants.</li> <li>• In case of coalition/partnership contracts, the partnership / coalition agreement or letter of intent letter in accordance with Article 4.2 of the instructions to applicants.</li> <li>• In case of a state-owned company or corporation, documents confirming legal conformity with Iraqi laws in force in accordance with Article 4.9 of the instructions to applicants</li> </ul> </li> <li>2. Attached the structure diagram and list of the names of board of directors and beneficiary owner</li> </ol>



**Document ELI 2-1 Information about each partner for the applicant**

(This document is an addition to document ELI 1.1 and it shall be completed for the provision of information, related to each of the partners of partnership contracts( in case the applicant is coalition) and any specialized and proposed subcontractor by the applicant to work accordingly on any part of the contract, resulting from this prequalification.)

Date: [insert day, month, year]

Tender Name and Number: [insert name and number]

Invitation for bidding No.: [insert number]

Page: [insert page number] from [insert total number] pages

Applicant's name: [insert full name]
Application entity's name: [Insert the full name of the application's entity]
Name of the applicant's state where it was incorporated as a company: [insert country's name.]
Incorporation year of the company (applicant's entity): [insert the incorporation year. ]
Legal address of the applicant in the country where his company was established: [insert street / number / city / country]
Information about the legal representative of the applicant's entity Name: [insert full name] Address: [insert street / number / city / country] Phone / fax numbers: [insert numbers, including country and city code] Email address: [specify address]
<ol style="list-style-type: none"> <li>1. Attached copies of the below contained original documents: <ul style="list-style-type: none"> <li>• The paragraphs related to incorporation (or equivalent documents for incorporation or partnership) and/or the registration documents for the above mentioned legal entity according to Article 4.5 of the instructions to applicants.</li> <li>• case of a state-owned company or corporation, documents confirming legal conformity with Iraqi laws in force in accordance with Article 4.9 of the instructions to applicants</li> </ul> </li> <li>2. Attached the structure's diagram and a list of the names of board of directors and beneficiary owner</li> </ol>





## Document CON-2 biography of the non-executed contracts and legal disputes

(In case of single company, the applicant and each of the coalition partners shall complete this document.)

Applicant's name: [insert **full name**]

Date: [insert day, month, year]

Coalition entity's name: [insert **full name**]

Tender name and No.: (Insert the name and No.)

Invitation for bidding No.: (Insert No.)

Page: (Insert page No.) of ( insert the total number) of pages

Non-executed contracts according to section three, Qualification criteria and requirements			
<ul style="list-style-type: none"> <li>• There are no executed contract since January 01 ( insert the year), set out in section three, qualification criteria and requirements, paragraph 2.1</li> <li>• The non-executed contracts since January 01 (insert the year) set out at section three, qualification criteria and requirements, paragraph 2.1</li> </ul>			
Year	Non-executed part of the contract	Contract definition	Total contract value
( insert the year)	(insert the value of this part and its percentage of the contract)	Contract description: [insert the full name and number of the contract and any other relevant information] Name of employer/purchaser [insert full name] Address of the employer/purchaser: [insert street / city / country] Reasons of non-execution: [specify the main reasons]	(enter the amount in digits and letters ( in the contract's currency and the equivalent amount in Iraqi Dinars along with the used exchange rate.)
Adjudicated legal disputes according to section three, qualification criteria and requirements			
<ul style="list-style-type: none"> <li>• There are no adjudicated legal disputes according to section three, qualification criteria and requirements, paragraph 2.2</li> <li>• The non-adjudicated legal disputes according to section three, qualification criteria and requirements, paragraph 2.2 according to the below set out and the in force Iraqi legislations ( which is the CAO No. 87 of 2004, the law, instructions, circulations and controls.)</li> </ul>			



Republic of Iraq

Dispute	Disputed	Contract definition	Total contract value
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<b>year</b>	<b>amount (currency)</b>		
(insert year)	(insert amount)	<p>Contract description: (insert the full name of the contract, its No. and any other related information.)</p> <p>Employer/purchaser's name: (insert full name.)</p> <p>Employer/purchaser's address: (insert street/city/state.)</p> <p>Dispute subject: (specify the main disputed upon points.)</p> <p>The party initiating the dispute: (insert the name of employer/purchaser or contractor/supplie.)</p> <p>Dispute status: [Determine whether the dispute is settled through a broker, by arbitration or judicial process]</p>	[Enter the amount in digits and letters (in the contract currency, the equivalent amount in Iraqi dinars and the exchange rate used)]
<ul style="list-style-type: none"> <li>• There are no adjudicated legal disputes according to section three, qualification criteria and requirements, paragraph 2.2</li> <li>• The unadjudicated legal disputes according to section three, qualification criteria and requirements, paragraph 2.2 accordin to the below defined.</li> </ul>			
<b>Dispute year</b>	<b>Dispute result as a ratio of net capital</b>	<b>Contract definition</b>	<b>Total contract value</b>
(insert year)	(insert percentage)	<p>Contract description: (insert the full name of the contract, its No. and any other relevant informarion.)</p> <p>Employer/purchaser's name: (insert the full name)</p> <p>Employer/purchaser's address: (insert street/city/state.)</p> <p>Dispute subject: (specify the main disputed upon points.)</p> <p>The party initating dispute: (specify the name of the employer/purchaser or contractor/supplier.)</p> <p>Dispute status: (specify whether the dispute settlement is made via a broker or underarbitration or judicial procedures.)</p>	(insert the amount in digits and letters (at the contract's currency and equivalent amount in Iraqi Dinars and the exchange price used.)



**Document- FIN 1-3Financial And executive ability**

(Each applicant as well as the coalition partners shall complete the following financial data.)

Applicant’s name: (insert the full name)

Date: (insert day, month, year)

Applicant entity’s name: (insert full name)

Tender name and No.: (insert name and No.)

Invitation for bidding No.: (insert no.)

Page: (Insert page No.) of ( insert total No.) of pages

**1. Financial data**

Type of financial information	Financial statements for the previous years [insert the number of years] [insert the number of years in letters] (amounts in the base currency, the equation in Iraqi dinars, and the approved exchange rate*).				
	Year 1	Year 2	Year 3	Year 4	Year 5
Financial certificates (information of the budget form)					
Total Assets (TA)					
Total Debt (TL)					
Net Capital (NW)**					
Current Assets (CA)					
Current debt (CL)					
Working Capital (WC)***					
Information of income certificates					
Total Revenues (TR)					
Profits Before Tax (PBT)					
Information of Cash Liquidity					



Cash liquidity of works activities					

\* For the exchange rate, kindly please preview Article 14 of the instructions to applicants.

\*\*The net capital is the difference resulting between total assets and total debts.

\*\*\*The practical capital is the difference resulting between the current assets and current debts.

### 2. Funding Sources

[The applicant and all coalition partners shall complete the following data]

Identify funding sources to meet cash flow requirements for work in progress and for future contract obligations

No.	Funding source	Amount (in the base currency, the equation in Iraqi dinars, and the approved exchange rate)
1		
2		
3		

### 3. Financial documents

The applicant and his destinations shall provide copies of the financial reports (final accounts duly certified) for the previous years (insert the number of years required) under Section three, qualification Criteria and Requirements, Paragraph 3.1 of the Instructions to Applicants. Financial reports will:

- a) It reflects the financial ability of the applicant or partners in the case of a coalition, and does not include subsidiaries (parent companies or subsidiaries).
- b) **It shall be issued by an independent licensed financial auditor or by a certificate in accordance with local laws.**
- c) It shall be complete and include all the notes mentioned in the financial certificates.
- d) It represents the completed and completed accounting periods for which the audit certificate was issued.

- Attached copies of the financial reports<sup>1</sup> of [insert number] required years above, which meet the requirements.

<sup>1</sup> If the most recent set of financial reports is for a period less than 12 months from the date the request is submitted, the reason for this shall be justified.



## Document FIN- 2-3 Annual Income Rate (Revenues)

(Each applicant as well as the coalition partners shall complete the following financial data.)

Applicant's name: (insert the **full name**)

Date (insert day, month, year)

Applicant entity's name: (insert **full name**)

Tender name and No.: (insert name and No.)

Invitation for bidding No.: (insert no.)

Page: (Insert page No.) of ( insert total No.) of pages

Annual Revenues Data of (Works or Supplying) only			
Year	Annual income	Exchange rate*	Equivalent amount (IQD)
(insert the year)	(insert the amount and specify the currency)		
	Annual rate of (operation or Supplying) for the revenues in digits and letters**.		

\* For the date of exchange rate and approved source, Article 14 of the instructions to applicants shall be revised.

\*\* For the sum of the equivalent in Iraqi dinars for all years divided by the number of years, preview section three, qualification and requirements criteria, Article 2.3



## Document EXP-4.1 General experience (supply or operation)

(Each applicant as well as the coalition partners shall complete the following financial data.)

Applicant's name: (insert **the full name**)

Date (insert day, month, year)

Applicant entity's name: (insert **the full name**)

Tender name and No.: (insert name and No.)

Invitation for bidding No.: (insert no.)

Page: (Insert page No.) of ( insert total No.) of pages

Specify contracts that prove continuous work during [insert number] years under Section Three, Qualification Criteria and Requirements, Paragraph 4.1, in chronological order, according to the date of commencement (commencement) of work.

Commencement year	Termination year	Contract definition	Applicant's missions
(insert the year)	(insert the year)	Contract name: [insert full name] Brief description of the work performed by the applicant: [brief description of the work performed] Contract amount: [insert the amount and currency in numbers and letters, the equivalent amount in Iraqi dinars, and the approved exchange rate] Name of employer / purchaser: [insert full name] Address: [insert street / city / country]	(insert the main contractor or supplier, partner in coalition, subcontractor or management of contracts.)
(insert the year)	(insert the year)	Contract name: [insert full name] Brief description of the work performed by the applicant: [brief description of the work performed] Contract amount: [insert the amount and currency in numbers and letters, the equivalent amount in Iraqi dinars, and the approved exchange rate] Name of employer / purchaser: [insert full name] Address: [insert street / city / country]	(insert the main contractor or supplier, partner in coalition, subcontractor or management of contracts.)
(insert the year)	(insert the year)	Contract name: [insert full name]	(insert the main contractor or supplier,



		Brief description of the work performed by the applicant: [brief description of the work performed] Contract amount: [insert the amount and currency in numbers and letters, the equivalent amount in Iraqi dinars, and the approved exchange rate*] Name of employer / purchaser: [insert full name] Address: [insert street / city / country]	partner in coalition, subcontractor or management of contracts.)
--	--	--	--

\*For the date of exchange rate and approved source, Kindly review Article No. 14 of the instructions to applicants.





**Document EXP- 4.2 (a) Special experience (Supplying or works and management of contracts)**

(Each applicant as well as the coalition partners and specialized subcontractors shall complete the following financial data.)

Applicant’s name/coalition partner: (insert **the full name**)

Date (insert day, month, year)

Applicant entity’s name: (insert **the full name**)

Tender name and No.: (insert name and No.)

Invitation for bidding No.: (insert no.)

Page: (Insert page No.) of ( insert total No.) of pages

Similar contract number: [insert number] of [insert total number of similar contracts required]	<b>Information</b>			
Contract definition	(insert contract name and No., if any)			
Award date	(insert day, month, year such as June 15, 2015)			
Termination/ completion date	(insert day, month and year)			
Applicant’s missions in the contract (appropriate selection)	Main contractor/supplier <input type="checkbox"/>	Partner in coalition <input type="checkbox"/>	Contract management <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total contract value	[insert the amount with the contract’s current in digits and letters]	[Enter the equivalent amount in Iraqi dinars and the approved exchange rate*]		
If being a partner in coalition or subcontractor, specify the size of compliance of the total contract amount	(insert ratio of the total contract amount)	(insert the entire amount of the contract with the currency thereof in digits and letters.)	(insert the equivalent No. in Iraqi Dinars and the approved exchange rate.*)	
Employer/purchaser name	(Insert the full name)			
Address	(insert street/city/state)			
Phone and fax No.	(insert the phone and fax No. including the state and city’s code.)			
E-mail address: (insert the e-mail address, if any)	(insert the e-mail address, if any)			

\*For The date of exchange rate and approved source, kindly review Article No. 14 of the instructions to applicants.



**Document EXP 4.2 (A)(supplement)**

**Special experience (Supply, operation or management of contracts) (supplement)**

Current contract No. (insert No.) of (insert total No. of the required similar contracts No.)	Information
Description of similarity aspects according to paragraph 4-2 (A) of section three:	
1- Amount	[Enter the amount in the contract currency, in numbers and letters, the equivalent amount in Iraqi dinars and the approved exchange rate]
2- Work size for the required items in the contract	[Insert size of work items]
3- Complications	[Enter description of complications]
4- Methods and techniques	[Enter special features of methods / techniques used in the contract]
5- (building or Supplying/manufacturing) rate for the main activities	[Insert rates and items / activities]
6- Other characteristics	[Enter other properties as described in Section six, Scope of Requirements]



## Document EXP 4-2(B) Special experience in the main activities (Supplying or works)

Applicant's name: (insert **the full name**)

Date: (insert day, month, year)

Applicant entity's name: (insert **the full name**)

Subcontractor's name\* (according to articles 24.2 & 24.3 of the instructions to applicants): (insert **the full name**)

Tender Name and No.: (Insert the name and No.)

Invitation for bidding No.: (insert the Number)

Page: (insert the page No.) of (insert the total Number) of pages

All subcontractors for major activities are required to complete the information in this document in accordance with Articles 24.2 and 24.3 of the Instructions to Applicants and Section Three, Qualification Criteria and Requirements, Paragraph 4.2.

1- **Main activity No. 1:** [Enter a brief description of the activity, explaining the privacy of this activity]

Total amount of activity under the contract: \_\_\_\_\_

<b>Information</b>				
Contract definition	(insert the contract's name and No.,if any)			
Awarding date	(insert day, month, year such as June 15, 2015)			
Termination/completion date	(insert day, month, date)			
Missions in the contract (appropriate selection)	Main contractor or supplier  <input type="checkbox"/>	Partner in coalition  <input type="checkbox"/>	Contract management  <input type="checkbox"/>	Subcontractor  <input type="checkbox"/>
Total contract value	(insert the amount with the contract's currency in digits and letters)		(insert the equivalent amount in Iraqi dinars and the approved exchange rate.)	
Quantity (size, number or production rate as the case requires) executed under the contract per single year or for the part of the year (insert the scope of participation; determining the actual quantity of the main activity, carried out successfully at the required missions.)	Total quantity in the contract (1)	Participation ratio (2)	Executed actual quantity (1) & (2)	
	Year 1			
	Year 2			
	Year 3			

\* If any



Year 4	
Employer/purchaser's name	(insert the full name)
Address	(insert street/city/state)
Phone and fax No.	(insert phone and fax No. including the state and city's code)
e-mail address:	(insert the e-mail address, if any)

2- Main activity No. (2)

3- .....

	<b>Information</b>
Description of the main activities according to paragraph 4.2 (b) of section three:	
	[Enter the answer to the specific inquiry on the opposite side]



### Section Five : Eligible Countries

- 1- The employer is entitled to allow the institutions and persons from all countries to supply goods, carry out works or provide services for projects, funded by the Iraqi government. As an exception, institutions in countries or goods manufactured in countries are not allowed to participate in tenders and in the following cases:
  - a- The Legislation or official instructions in effect prohibit the employer’s state from establishing commercial relations with that state, provided that the employer is convinced that such a ban will not prevent the achievement of fruitful competition for the supply of goods or the implementation of works.
  - b- As a result of responding to a decision issued by the United Nations / Security Council under Chapter seven of the United Nations Constitution, which prohibits the employer’s country from contracting to import any goods, perform works or provide services with that country, or pay any sums to people or entities in that country.
  
- 2- For the purpose of informing the bidders of this, the goods, services and institutions in the countries listed below are prohibited from participating in this tender under the aforementioned guidelines.
  - a) Concerning Paragraph (1-a)
    - 
    -
  - b) Concerning paragraph (1-b)
    - 
    -



## Part two- Scope of Requirements

Description of requirements

Execution term

Site and other data



## Section Six : Scope of Requirements

The scope of requirements shall provide sufficient information for the applicant to decide whether or not to participate in the competition for those requirements, and whether the competition requires secondary contractors to use special parts of the requirements, and / or establish a coalition. You shall provide additional information, since in the event of works, it shall include the following three features:

### Contents:

1- Description	of	requirements	55
.....			
2- Execution		term	56
.....			
3- Site	and	other	57
data.....			



## 1. Description of requirements

### { 1. Description

In case of operation, it shall be described in detail suffecinetly for determining the site, nature and complexity, quantities shall be determined for the main elements of operayion in the bills of quantities. }





## 2. Execution term

{2. Duration of completion of works (constructions) for works requirements:

The expected completion period for the works (constructions) along with the time in weeks and months shall be mentioned. If alternative time approaches are allowed, allowable range / margin for implementation times shall be given. The permissible period of implementation shall be reasonable and flexible. }



### 3. Site and other data

{Site and other data:

In the case of works, general information must be provided about weather conditions, hydrological, topological, geological, site access, transportation and communications facilities, medical facilities, project designs, other facilities / facilities, services provided by the contracting authority, and any other relevant information.



## Terminology guide

<b>Contracts management contractor</b>	A company, with the functions of a "contractor", usually does not always permanently implement a contract (works) directly, but manages the work of other subcontractors, bearing full responsibility and risks of the price, quality, and execution at the time required for contracting contract.
<b>Works (contractings) director</b>	A consultant, with the duties of an agent of the employer (the contracting entity) who was used to coordinate and monitor the preparation times, assign the contract, and implement a number of different contracts that include the project, but he does not bear responsibility for price, quality, and implementation of these contracts.
<b>Specialized subcontractor</b>	The specialized company approved by the contracting authority to provide pre-determined specialized works / equipment, has been named as a subcontractor/main supplier for this purpose.
<b>Main contractor</b>	A company that carries out the essential part of the contracting contract work, and the remaining part, if any, is executed through subcontractors with all responsibility for the full contract.
<b>Main supplier</b>	A company that carries out the essential part of the equipment (goods) contract, and the remaining part, if any, is executed through subcontractors with all responsibility for the full contract.
<b>Reserve amount</b>	An amount included in a reserve in the bill of quantities for the contract, usually for the specialized portion of the works or for reserve for exceptional / emergency conditions, which will only be used when instructing the employer / engineer for payments to the contractor and / or sub-contractors.
<b>Set of parts</b>	This procedure is adopted where the homogeneous big project is dissected into similar small contracts, and at the same time competing to attract the attention of both large and small companies. Companies submit bids on individual contracts (parts of works / parts of goods) or for a group of similar contracts (groups), and bids are awarded on the set of bids that provide the lowest cost to the contracting authority. Segments that include a number of similar business units (construction) together in a small space are sometimes called "parts", which are being compete in conjunction with other similar "parts" as part of the largest "group".
<b>Revenues</b>	the company's gross revenues specified in the payment certificates (invoices) for contracts in progress and / or have been implemented, which are usually issued annually, and without including revenue from other sources.
<b>Works</b>	The total work involved in the contracting contract (construction), including "permanent" or ready-made works as specified, and "temporary" works of the contract required by the contractor to implement and complete the contract.
<b>In writing</b>	For the purpose of this document, "in writing" means handwritten writing (transcription), print, or print; The document prepared in writing may be sent by registered or express mail or via (fax, and via e-mail if specified) with proof of receipt; And as required by the sender / recipient.