# Annex I

# EOI – Bidder Capacity Questionnaire

This document is intended for Construction companies seeking to engage with WFP for the participation in future tenders to carry out civil and construction works in Yemen. The questionnaire aims to assess the technical and financial capability of each applicant.

Each section of the form must be fully completed with the accurate information to date. If supporting documents are required, they should be submitted in English, where possible.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CONTRACTOR COMPANY STRUCTURE

## Basic Information

State Contractor’s Company full legal name and address.

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Tel No. (including international code) |  |
| Email Address |  |
| Website |  |
| The space of the location that the company occupies (Sqm) |  |

How many years has the Contractor been in business under its present name? \_\_\_\_\_\_\_\_\_\_\_ Years

Type of Company:

* Private Limited Company ❑
* Public Limited Company ❑
* Other ❑

If limited company, state amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Main Contact Person:

| Name |  | Telephone No. |  |
| --- | --- | --- | --- |
| Position |  | Mobile No. |  |
| Email Address |  | Fax No. |  |

## Alternative Contact Person:

| Name |  | Telephone No. |  |
| --- | --- | --- | --- |
| Position |  | Mobile No. |  |
| Email Address |  | Fax No. |  |

## Registration

Please attach a copy of the following documentation as evidence, attached to the end of this Bidders Capacity Questionnaire:

1. Trade/Business License [ ]  Attached
2. Contractor Certificate [ ]  Attached

# FINANCIAL AND ECONOMIC STANDING

## Annual turnover

Please state turnover in each of the last six complete financial years for the whole company or subsidiary company that this proposal covers.

|  |  |  |
| --- | --- | --- |
| **Year** | **Annual Turnover (YER)** | **Annual Turnover (USD)** |
| 2024 |  |  |
| 2023 |  |  |
| 2022 |  |  |
| 2021 |  |  |
| 2020 |  |  |
| 2019 |  |  |

## FINANCIAL STATUS

Provide details of the Company’s Financial Status and the maximum ceiling of contract value which your company can execute, as per the table below.

|  |  |
| --- | --- |
| **Item** | **Value in US Dollars (USD)** |
| Value of maximum ceiling of contract which your company can execute between US$ 5,000 and 30,000 |  |
| Value of maximum ceiling of contract which your company can execute between US$ 30,000 and 150,000.00 |  |
| Value of maximum ceiling of contract which your company can execute above US$ 150,000 |  |
| Maximum “Bank Guarantee” amount available to the Company from Bankers |  |

## VOLUME OF WORKS THAT THE COMPANY IS INTERESTED TO UNDERTAKE

A. US$ 5,000 – US$ 30,000 [ ]  Yes [ ]  No

B. US$ 30,000 - US$ 150,000 [ ]  Yes [ ]  No

C. Above US$ 150,000 [ ]  Yes [ ]  No

# TECHNICAL CAPABILITY – PROJECT EXPERIENCE

## AREA OF PRACTICE

Please identify areas where the company provides construction services. Please tick all that applies.

| **Item** | **Tick all that applies** |
| --- | --- |
| Surveys (topographical, geotechnical and hydrological) |       |
| Reinforced Concrete Structures |       |
| Steel Structures |       |
| Mechanical and Electrical installations |       |
| General civil works |       |
| Culverts and drainage |       |
| Prefabrication structure assembly |       |
| Other (please specify and attach relevant documents) |       |

## Summary of experience

Please provide information regarding the construction projects undertaken within the last 3 years (2024,2023,2022). Individual project details shall be submitted separately as part of the project experience forms attached in Annex II.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Project Name** | **Location** | **Project Type (road, building, general civil works, etc.)** | **Employer/Client** | **Project Value** |
| **YER** | **USD** |
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##

## DESIGN SERVICEs

In case the contractor has the capacity to provide design services, please specify the areas of expertise based on the following categories:

1. Structural design [ ]  Yes [ ]  No
2. Architectural [ ]  Yes [ ]  No
3. MEP (Mechanical, Electrical & Plumbing) [ ]  Yes [ ]  No
4. Security Systems (i.e. fire system, CCTV, etc.) [ ]  Yes [ ]  No

# HUMAN RESOURCES

## Staff

The Contractor should list below details of the company’s average number of persons employed for the last three full years:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Total | Management Staff | ProjectManagers | Office Engineers | Site Engineers | Construction Foremen | Technicians |
| 2024 |       |       |      |       |       |       |       |
| 2023 |       |       |      |       |       |       |       |
| 2023 |       |       |      |       |       |       |       |

## English Competency

At least two senior staff members must have professional English competency. Please fill in the information below and attach their respective CVs and proof of English proficiency to this Bidder’s Capacity Questionnaire.

**Staff Member 1: Project Manager**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CV attached [ ]

English proficiency certificate attached [ ]

**Staff Member 2: Engineer**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CV attached [ ]

English proficiency certificate attached [ ]

## PLANT AND EQUIPMENT

The company should list out below, the plant and technical equipment which they own. In case the company does not own essential construction equipment, they should attach a document outlining their strategy for obtaining such tools, plant and technical equipment from sub-contractors/local suppliers in order to carry out the required works, if awarded a contract. Please attach proof of ownership documents (i.e. certificates or purchase invoices, as applicable).

| **Item** | **Type** | **Description** | **Capacity** | **Quantity** | **Owned or Leased** |
| --- | --- | --- | --- | --- | --- |
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# Geographical Capacity

Please identify geographical areas where the company provides construction services. Please tick all that applies.

| **Governorate**  | **Previously Provided Services** | **Able to provide Services** | **No. of days for mobilization after contract signing** |
| --- | --- | --- | --- |
| Sana’a & Amanat Alasimah |  |  |  |
| Aden |  |  |  |
| Amran |  |  |  |
| Abyan |  |  |  |
| Addali |  |  |  |
| AlBayda |  |  |  |
| AlHudaidah |  |  |  |
| Aljawf |  |  |  |
| AlMahrah |  |  |  |
| AlMahwit |  |  |  |
| Dhamar |  |  |  |
| Hadhramut |  |  |  |
| Hajjah |  |  |  |
| Ibb |  |  |  |
| Lahij |  |  |  |
| Marib |  |  |  |
| Raymah |  |  |  |
| Sa’dah |  |  |  |
| Shabwah |  |  |  |
| Socotra |  |  |  |
| Taiz |  |  |  |