



الجمهورية اليمنية
وزارة المياه والبيئة

REPUBLIC OF YEMEN

MINISTRY OF WATER AND ENVIRONMENT

Urban Water Supply & Sanitation Project (UWSSP)

Request for Expressions of Interest (EOI)

For

“Local Consultancy Services for Urban Water Supply & Sanitation Project (UWSSP)

- Preparation of Studies, Preliminary and Detailed Engineering Designs, Tender Documents and/or Construction Supervision for Projects of Solar Pumping Stations

”

June 2022

I. GENERAL INFORMATION

Evaluation of Submission:

The provision of the information required and listed under Sections 1 to 3 is compulsory and will be strictly evaluated on a 'compliance / non-compliance' basis, i.e. missing or incomplete information will lead to disqualification of the applicant. (*Exception: Information required under Section 2F & 2H*).

Information to be submitted as stated under Section 4 will be evaluated using a scoring system that reflects the requirements of the works and the importance within this context.

Information provided under Section 5 will not be evaluated.

Only those applicants will be selected who achieve at least 70% of the points to be allocated.

Format of Submission:

If the submissions by email: the format of documents must be in PDF file.

Request for Clarification (RfC):

Any requests for clarifications regarding the EoI document must be sent to:

E-mail: pmu.procurement@gmail.com

Deadline for the receipt of the RfCs shall be not later than three (3) days after the first date of the advertisement.

II. STRUCTURE OF SUBMISSION

Consultants are requested to provide the information required for their Expression of Interest (EOI) for Consultancy Services under the Urban Water Supply and Sanitation Project (UWSSP) by strictly adhering to the following structure and by using the attached forms:

SECTION 1 GENERAL INFORMATION

- A. COMPANY PROFILE / CORPORATE STATUS
- B. ORGANISATION AND STRUCTURE
- C. LIST OF KEY PERSONNEL
- D. NAME(S) OF AUTHORISED PERSONNEL / CONTACT DATA

SECTION 2 LEGAL INFORMATION

- A. CERTIFICATE OF INCORPORATION
- B. POWER OF ATTORNEY
- C. DECLARATION OF UNDERTAKING (FORM 1)
- D. JOINT VENTURE DECLARATION FORM (FORM 2)
- E. STATEMENT ON AFFILIATION, LITIGATION HISTORY (FORM 3)
- F. MEMBERSHIP IN RELEVANT PROFESSIONAL BODIES
- G. PROFESSIONAL LIABILITY INSURANCE
- H. QUALITY CERTIFICATION

SECTION 3 FINANCIAL INFORMATION

- A. AUDITED ACCOUNTS OR TURNOVER SUPPORTED BY BANK STATEMENTS
- B. TAX CLEARANCE CERTIFICATE
- C. REFERENCE LETTER FROM COMPANY'S PRINCIPAL BANK (FORM 4)

SECTION 4 TECHNICAL INFORMATION

- A. EXPERIENCE RELEVANT TO ASSIGNMENT (FORM 5)
- B. PREVIOUS EXPERIENCE WITH NATIONAL, INTERNATIONAL AND MULTILATERAL ORGANISATIONS
- C. CVs OF AVAILABLE KEY PERSONNEL (FORM 6)

PERMANENT STAFF
CONSULTANTS / ASSOCIATES

SECTION 5 COMPANY BROCHURES

III. EXPLANATIONS TO INFORMATION REQUIRED

(Note: In case of Joint Ventures, required information is to be submitted for each partner separately!)

SECTION 1, GENERAL INFORMATION

A. Company Profile / Corporate Status

Provide a brief description of your company starting date of first incorporation, major field of activities, description of office facilities, equipment, vehicles etc.

B. Organisation and Structure

Provide a description of your company's organisation and structure, preferably in form of an organisation chart or diagram.

C. List of Key Personnel

Provide a list of your company's key staff broken down into permanent staff, associated staff and consultants (i.e. individuals, who are non-permanent staff of the company and are normally hired for short-term assignments, but have a previous work record with the company). Indicate Name, date of birth, nationality, profession/field of specialisation and years of professional experience.

D. Name(s) of authorised Personnel

Provide name(s), job title/position, phone-/fax number(s), postal- and e-mail address of personnel authorised to sign documents on behalf of the company.

SECTION 2, LEGAL INFORMATION

A. Certificate of Incorporation

Provide a certified true copy of the company's 'Certificate of Incorporation'.

B. Power of Attorney

Provide a 'Power of Attorney' indicating name, title and date of birth of person empowered to act as authorised representative of the company and (if applicable) of the joint venture.

C. Declaration of Undertaking

Provide a 'Declaration of Undertaking' using the attached template (Form 1).

D. Joint Venture Declaration Form (if applicable)

In case of a joint venture provide a 'Joint Venture Declaration Form' using the attached template (Form 2).

E. Statement on Affiliation, Litigation History

Provide company's statement on affiliation and on its Litigation History by using the attached template (Form 3).

F. Membership in professional bodies

Provide information of the company's membership in relevant professional (engineering) bodies e.g. Institution of Engineering and Technology (IET), International Water Association (IWA), European Federation of Engineering Consultancy Associations (EFCA) etc. if any, otherwise state "Not applicable"

G. Professional Liability Insurance

*As a potential contract agreement between the company and the client will be based on IDB regulations, the company is to provide either evidence that it already maintains an insurance arrangement for its professional responsibility with a certified insurance company **or should clearly state** that the applicant is aware of this prerequisite and **that the company will take out the relevant insurance policy should a contract be awarded at a later stage.***

H. Quality Certification

Provide information on the company's quality certification such as ISO 9001 etc. if available, otherwise state "Not applicable".

SECTION 3, FINANCIAL INFORMATION

A. Audited Accounts or company's turnover

Provide a certified true copy of the company's audited accounts of the past three (3) years or information on the company's turnover supported by relevant bank statements.

B. Tax Clearance Certificate

Provide a certified true copy of the company's most recent tax clearance certificate.

C. Reference letter from company's principal bank

Provide a 'Letter of Reference' from the company's principal bank using the attached template (Form 4).

SECTION 4, TECHNICAL INFORMATION

A. Experience relevant to assignment and Cost and Size of previous projects

Provide information on company's relevant project experience in the past three (3) years using the attached template (Form 5). If the experience covers several sectors, the description must be grouped by sector (i.e. designing solar stations, designing renewable energy, etc.).

B. Previous experience with national, international and multilateral organisations

Provide information on the company's previous experience with national, international and multilateral organisations e.g. Islamic Development Bank, Social Development Fund, World Bank, UNICEF, UNOPS etc. i.e. type and nature of involvement

C. CVs of available key personnel

The company is to show that it is capable of providing required expertise by submitting CVs (use the attached template (Form 6) of staff.

As long as the relevant qualification is clearly evident from the submitted CV, it is permissible to combine certain fields of required expertise/qualification within one person e.g. Electrical-/Mechanical Engineer or Water-/Sanitation Engineer etc.

SECTION 5, COMPANY BROCHURE(S)

Include company brochure(s) or any other information the company considers to be relevant to the evaluation of its expression of interest.

If the company does not wish to include any additional information under Section 5, kindly state "not applicable".

SECTION 1, GENERAL INFORMATION

SECTION 2, LEGAL INFORMATION

FORM 1: DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use.

In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the **Republic of Yemen**.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of the **Republic of Yemen**.

Place & Date,

.....

[Authorised Signatory]

[Insert Position & Company Name]

FORM 2: JOINT VENTURE DECLARATION FORM

We declare herewith that we intend to undertake the execution of the

[Insert Project Name]

and that the companies:

[Insert company name 1] and [Insert company name 2]

intend to form a Joint Venture for the execution of this project.

The leading company will be:

[Insert full name and adress of company]

We engage ourselves to execute the project in conformity with clauses and conditions of the ToR and as amplified in our offer for Consultancy Services, and a contract to be concluded.

[Insert company name 1]

[Insert company name 2]

Place & Date:

Place & Date:

.....
[Authorised Signatory]

Position

.....
[Authorised Signatory]

Position

FORM 3: STATEMENT ON AFFILIATION, LITIGATION HISTORY

We [insert name of company] hereby declare that we are a neutral consulting company, independent of potential suppliers to the project and with no affiliations of any kind with other firms which may present a conflict of interest in providing the envisaged services.

In case of a contract award neither [insert name of company] or any of its staff will participate in the project in the form of manufacturer, supplier or construction firm.

We declare and covenant that neither we or anyone, including any of our directors, employees or agents, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged , or will in any prohibited practice (as defined below) in connection with tendering processes or in the execution or supply of any works, goods or services and covenant to so inform you if any instance of any such prohibited practice shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this covenant.

If (i) we have been, or any such director, employee or agent as aforesaid has been, convicted in court of any offence involving a prohibited practice in connection with tendering processes or in the execution or provision of works, goods or services during the five years preceding the date of this covenant or (ii) any such director, employee or agent has been dismissed or has resigned from any employment on the grounds of being implicated in any prohibited practice, we give details of that conviction, dismissal or resignation below, together with details together with measures that we have taken, or shall take, to ensure that neither this company nor any of our directors, employees or agents commits any prohibited practice in connection with this project.

.....

[Authorised Signatory]

Position/Title

.....

[Company Seal]

SECTION 3, FINANCIAL INFORMATION

FORM 4: REFERENCE LETTER FROM COMPANY'S PRINCIPAL BANK

(Please note that this is only an example of how a reference letter could look like!)

To whom it may concern: _____ Date: _____

We [insert name of the bank] are the main bank with which [insert name of company] have been doing business for [insert number of years].

In that capacity we are pleased to furnish the following information on [insert name of the company]

Subject firm is a highly reputed enterprise which is well established in domestic/international markets. It has a staff of very skilled employees and avails itself a considerable number of office and technical equipment.

The owners of the company and their team have carried out various infrastructure development projects such as [list a few relevant assignments].

We have participated in financing a number of these projects for [insert name of company].

According to our experience so far, we believe that [insert name of company] are in the position to carry out further projects of the same nature.

The company's business volume with our bank is in the range of [insert amount in current US\$ or Euro] and we believe that [insert name of the company] would not overcommit itself.

Name, Position/Title of Signatory

Name and Seal of the Bank

.....

.....

SECTION 4, TECHNICAL INFORMATION

FORM 5: EXPERIENCE RELEVANT TO ASSIGNMENT

<u>Assignment name:</u>	<u>Approx. value of the contract (in current Yemeni Rials, or US\$ or Euro):</u>
<u>Country:</u> <u>Location within country:</u>	<u>Duration of assignment (months):</u>
<u>Name of Client:</u>	<u>Total N° of staff-months of the assignment:</u>
<u>Address:</u>	<u>Approx. value of the services provided by your firm under the contract (in current Yemeni Rials, or US\$ or Euro):</u>
<u>Start date (month/year):</u> <u>Completion date (month/year):</u>	<u>N° of professional staff-months provided by associated Consultants:</u>
<u>Name of associated Consultants, if any:</u>	<u>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):</u>
<u>Narrative description of Project:</u>	
<u>Description of actual services provided by your staff within the assignment:</u>	

Firm's Name: _____

FORM 6: CVs OF AVAILABLE KEY PERSONNEL

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth**: _____ **Nationality**: _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations**: _____

7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]: _____

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

SECTION 5, COMPANY BROCHURE(S)