

Islamic Republic of Iran

Ministry of Energy

----- Provincial Water and Wastewater Company

## **Prequalification Documents**

**Construction, operation and transfer of  
wastewater treatment plant in the city of ----- in  
frame of B.O.T. contract**

**Subject: Construction, operation and transfer of wastewater treatment plant  
in the city of ----- in the frame of B.O.T. contract**

**Enquiry for bidders prequalification**

**Form no. (1)**

By virtue of item (a) Article 142 of the Law for the Fifth Development Plan and according to Article 20 of the Law for annexation of some articles to the law on drafting part of the government's financial regulations (2), the ----- Provincial Water and Wastewater Company shall undertake the bidders prequalification to select an investor for execution of the project as detailed out below:

- 1- Subject of enquiry:** Construction, operation and transfer of the ----- Wastewater Treatment Plant in the Frame of B.O.T. contract
- 2- Project site:** City ----- Province -----
- 3- Estimated capital expenditure:** IRR -----
- 4- Project duration:** Construction: 2 years and operation: ----- years
- 5- Client and concessioner:** ----- Provincial Water and Wastewater Company
- 6- Bidder:** Real or legal Investor
- 7- Time and place for collection of prequalification documents:** Applicants may collect the prequalification documents from ----- until the end of office hours on ----- from ----- address: -----
- 8- Procedure for completion of evaluation tables:** Tables related to the criteria for evaluation and their scores are herewith annexed. Bidders must submit the relevant documentation to gain the necessary score. The method for calculation of the scores given to each criterion is mentioned in the related table. It is necessary for bidders to submit the required documents to allow the determination of scores for each criterion.
- 9- Time, place and procedure for submission of prequalification documents (address of tender organizing body):** The applicants must submit the required documents and form in a sealed and stamped envelope maximum by the end of office hours on ----- to ----- at -----.  
The final evaluation sheet should be completed and glued on the above mentioned envelope and submitted on the stipulated date against a signed receipt mentioning the time and date of delivery.
- 10- Minimum acceptable score:** The minimum acceptable score to qualify for the bidding process is 60 percent of the total score.
- 11- Stamp and signatures on documents:** All evaluation documents, including this enquiry and the prequalification forms, as well as all the supporting documents provided by the bidder must bear the signature and stamp of the authorized signatories of the investment companies or the investor. Documents lacking signature and stamp or supporting documentation shall be rejected.

**12- The evaluation process:** The evaluation of the bidders will be on weight basis. In this method, the total weight ratio of criteria is one hundred percent and each bidder gains a score between 0 and 100 for each criterion. The total score of each bidder is equal to the total product of the scores obtained for the relevant weight criterion.

The Commission will first evaluate the visual presentation of documents submitted before the deadline, and those documents that meet with the Commission's approval shall be referred to the Technical and Commercial Evaluation Committee, after which the qualified bidders shall be invited to participate in the tender.

**13- Documents required for the initial evaluation:** Bidders are required to present the prequalification envelopes containing the following documents along with other evaluation forms and substantiating documents: 1- The latest Official Journal containing The list of authorized signatures that shall remain valid at the opening date of envelopes; 2- the Company's Charter / Articles of Association, 3- Copies of the Identification Card of the authorized signatories; 4- Form (1) of contractors' prequalification documents; 5- Form (2) declaration related to possession of the necessary machines and equipment; 6- Form (3) declaration related to capacity for execution of the works; 7- Form (4) declaration related to capacity for financing the project and 8- Form (5) the general and legal information about the Company.

**14- General information about the tender** which shall be made available to bidders are as follows:

- Project's introductory report
- Evaluation criteria and their weight ratio

**15-** The prequalification documents must be complete and without any term and conditions and should be devoid of any ambiguity, flaw, fault, defect and crossing. In the event of any fault or defect in the evaluation documents or in case of presenting conditional and/or ambiguous document, such document shall be rejected.

**16-** Cabinet ratification number H-33560 T/84136 dated 07/08/2006 and the amendment number H37194 T/22225 dated 07/05/2007 thereof are considered as annexed to these documents.

Bidders participating in the tender as joint ventures are required to prepare an agreement, in which (1) all parties are jointly and severally liable, (2) no limitation is imposed as to the number of partners, (3) the bid is signed in such a manner as to make it binding for all partners, (4) one partner is nominated as leader and representative, to be able to accept liability and receive instructions on behalf of other members of the joint venture, and (5) the share of each partner is specified. Failure to submit the joint venture agreement shall lead to the rejection of the bid. Any change in the structure of composition of the joint venture after prequalification shall be subject to the written consent of the tendering organization. If following the change in structure the new joint venture does not meet the qualification criteria stipulated in the documents, the tendering organization may refuse

to provide such approval. Any request for the mentioned change must be submitted to the tendering organization maximum by the date for invitation to bid. To qualify for bidding, each joint venture member must obtain at least 40% of the scores of the evaluation criteria. Moreover, the joint leader must obtain at least 50% of the scores. Failure to comply shall result in the rejection of the bid. The total score of the joint venture shall be the weighted sum of the scores of each partner based on the ratio of their shares.

**17-** Bidders must comply with the following conditions in their bids; and bids that are not presented in the required order shall not be evaluated.

- Bidders participating as joint ventures must submit their documents in a combined (together) manner, and must avoid submitting separate documents for each member.
- Documents related to each item in the tables must be numbered and specified according to the number of the relevant item.

**18- The costs of advertisements shall be borne by the winner**

Tendering Organization:

----- WWC

Bidder:

Binding signature and stamp of the bidder

Date:

Subject: Construction, operation and transfer of wastewater treatment plant in the city of  
----- in the frame of B.O.T. contract

**Order of the documents:**

- 1) Ad for the latest changes related to authorized signatures, which shall remain valid at the time of envelope opening.
- 2) Form (5) the general and legal information of the company
- 3) Company Charter / Articles of Association
- 4) Copy of the Company's National Identification Code
- 5) Copy of the Taxpayers Registration Certificate
- 6) Copies of the National ID Book and ID Card of the authorized signatories
- 7) Form (1) of contractors' prequalification documents
- 8) Form (2) declaration related to possession of the necessary machines and equipment
- 9) Form (3) declaration of capacity to execute the works
- 10) Form (4) declaration of ability to finance the project
- 11) Tables 1, 2, 3 and 4 and their annexed documentations in order

Note: The score given to each table shall be subject to the presented documentations. No score shall be given to table lacking the necessary documents.

Bidders must sign and stamp all the documents.

Subject: Construction, operation and transfer of wastewater treatment plant in the city of  
----- in the frame of B.O.T. contract

**b- Project's introductory report**

**1- Title:**

Build, Operate and Transfer (B.O.T.) of the ----- Wastewater Treatment Plant

**2- Project objectives:**

-----

**3- General description of the project:**

-----

**4- Employer:**

The ----- Provincial Water and Wastewater Company

**5- The initial implementation schedule:**

- Construction period: ----- years
- Operation period: ----- years

**6- Executive procedures, guidelines and standards:**

As per the regulation of the Management and Planning Organization and the bidding documents

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Weight ratio of the criteria for reference of works to bidder and the score of each criterion (Table 1)**

<b>Item</b>	<b>Work reference criterion</b>	<b>Score</b>	<b>Weight ratio</b>
1	Design, construction and operation of similar projects (size, cost, time, client satisfaction) Table (2)	100	40
2	Documents of technical, key, design and executive staffs related to knowledge and experience Table (3)	100	20
3	Documents demonstrating the capacity to finance and ensure funds for the works Table (4)	100	20
4	Facilities available with the bidder (machines and other facilities) Form (2)	100	15
5	Other documents as deemed needed by the investors Table (5)	100	5
<b>Total</b>			100

Subject: Construction, operation and transfer of wastewater treatment plant in the city of  
----- in the frame of B.O.T. contract

**Design, construction and operation of similar projects (size, cost, time, client satisfaction (Table 2)**

<b>Item</b>	<b>Description</b>	<b>No. of works</b>	<b>score</b>
1	Design of similar projects	At least 2 cases	20
2	Construction of similar projects	At least 4 cases	40
3	Operation of similar projects	At least 1 case	20
4	Financing similar projects	At least 1 case	20
<b>Total</b>			100

**Note:**

- If the bidder has participated in the previous projects as collaborator or joint venture member, a percentage of the relevant score proportionate to the level of cooperation / participation shall be considered.
- In case the costs of previous works were lower than the estimated cost of the current project, the score shall be calculated proportionally. The updated costs of the previous contracts shall be the criterion for score.

**Document requirements:**

- Previous contracts (only pages showing the subject, the period, the price and the date of award)
- Certificates of provisional and final hand over of the completed works
- To obtain the score for each item, the relevant documents, including copy of agreement, etc, must be submitted separately for each item.

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract



**Documents of technical, key, design and executive staffs related to knowledge and experience Table (3)**

	Item	Description	Minimum work experience	Minimum academic qualification	Number (persons)	Score
<b>Design</b>	1	Project Manager (Coordinator)	15 years	Relevant Bachelors' Degree	1	15
	2	Process Engineer and Plant Designer	10 years	Relevant Masters' Degree	1	10
	3	Structure Engineer	10 years	Relevant Masters' Degree	1	10
	4	Precision Instrument Engineer	5 years	Relevant Bachelors' Degree	1	10
	5	Mechanical Engineer	5 years	Relevant Bachelors' Degree	1	5
<b>Execution</b>	6	Execution Manager	10 years	Relevant Bachelors' Degree	1	15
	7	Project Planning and Control Officer	5 years	Relevant Bachelors' Degree	1	10
<b>Operation</b>	8	Head of Treatment Plant Operation	10 years	Relevant Bachelors' Degree	1	15
	9	Lab Supervisor and Process Controller	5 years	Relevant Bachelors' Degree	1	10
<b>Total</b>						<b>100</b>

**Document requirements:**

The proofs of the key staffs' (as mentioned in above table) experiences including: academic degree and (similar) work experiences shall be considered for scoring

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Documents demonstrating the capacity to finance and ensure funds for the works      Table (4)**

<b>Item</b>	<b>Description</b>	<b>IRR millions</b>	<b>Score</b>
1	Company's initial capital		10
2	Company's financial turnover for the last three years		50
3	Financial value of the similar projects undertaken		40
<b>Total</b>			100

**Note:**

- Item 1 above: the maximum score shall be given to the minimum investment of IRR 50 million
- Item 2 above: Maximum score will be awarded if the mentioned amount exceeds IRR ----- billion
- Item 3 above: Maximum score will be awarded if the bidder has completed at least one project worth IRR ----- billion

The bidder must submit the documents related to the above items. If the submitted documents and the mentioned figures fail to attain the maximum score, points will be deducted in proportion to the submitted documents.

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Declaration of availability of machines and equipment (Form 2)**

**By agreeing to this form and undertaking the commitment the bidder shall gain the necessary score for this criterion as per table (1)**

I / We ----- holder (s) of authorized signature (s) from -----  
----- Company / Joint Venture, by signing this form hereby declare that I / we have the capacity to supply the equipment, machines and all facilities necessary for the project to build, operate and transfer the wastewater treatment plant in the city of ----- in the frame of B.O.T. contract and that I / we shall make such equipment, machines and facilities available to the project on the agreed schedule.

Name and surname:

Binding signature and stamp

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Other documents as deemed needed by the investor (Table 5)**

<b>Item</b>	<b>Descriptions</b>
1	Possession of certificate from or agency agreement with a reputable international company for construction of wastewater treatment plant
2	Providing a new solution of proposal for execution of the project
3	Possession of letter of commendation from previous employers related to investment in similar projects
4	Possession of special brand or trade mark in the field of wastewater treatment plant
5	Any other document demonstrating the investors capacities
<b>Total score: 100</b>	

**Note:**

The maximum score shall be given to the bidder who demonstrates possession of at least two of the above criteria by submitting the relevant documents.

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Declaration of capacity to execute the works (Form 3)**

Following the notice by the ----- Provincial Water and Wastewater Company as published in ----- Newspaper on --/--/---- related to the project for construction, operation and transfer of the wastewater treatment plant in the city of ----- and in the context of a B.O.T. contract, I, -----, the authorized signatory of the ----- Company / Joint Venture, fully aware of the regulations for prequalification of bidders, hereby confirm that all information provided in this declaration and the documents herein annexed are correct, knowing that the responsibility for any incorrect information, misrepresentation shall be with the signatory of this sheet and the bidder.

Authorized signatory of Company /Joint Venture:

Signature:

Date:

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**Declaration of ability to finance the project**

**(Form 4)**

I / We (name and surname) ----- the authorized signatory (ies) of ----- Company / Joint Venture and holding the posts of ----- in the Company according to the latest advertisement which shall remain valid at the time of the tender, hereby declare that I / we have the ability to finance the project to build, operate and transfer the wastewater treatment plant in the city of ----- in the frame of B.O.T. contract knowing that the responsibility for any incorrect information, misrepresentation shall be with the signatory of this sheet and the bidder.

Name and surname of authorized signatory (ies):

Company's signature and stamp

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

**The general and legal information of the Company****(Form 5)**

Name of Company:----- Registered at:-----  
Company's Economic Code:----- Postal Code: -----  
Company:----- Registration No.: ----- Registration Date:-----  
Company's National Code: ----- Registered Capital: -----  
Paid up Capital: ----- Contact Phone No with code:-----  
Company's subject (as per Charter): -----  
Company's legal address: -----  
Fax Number: ----- Mobile Number: -----  
Names of the Company's authorized signatures:-----

Details of the members of the Board of Directors and other shareholders:

No.	Position	Name & surname	Educational degree and field	Date of graduation	Date of employment in the Company	Percentage of Share	Specimen of binding signature
1	Managing Director						
2	Chairman of the Board						
3	Vice Chairman of the Board						
4	Member of the Board						
5	Member of the Board						

Subject: Construction, operation and transfer of wastewater treatment plant in the city of ----- in the frame of B.O.T. contract

### Quality Evaluation Envelope

Name of Tender Organization: ----- --- Provincial Water and Wastewater Company	Registration Number at Notary Public Office:  (Do not tape this section)	Signatures of BOT Commission Members:  (Do not tape this section)
Address of the Tender Organization:	Bidder's Name:  Bidder's Postal Address:  Post Box:  Postal Code:	
Tender Organization Phone No (with code):	Bidder's Phone No. (with code):  Fax:  Mobile No.:	
<b>Subject: Construction, operation and transfer of WWTP in the city of ----- in the frame of B.O.T. contract</b>		

Bidder is required to fill in this form and attach it on the envelope