



**Republic of Kosovo  
REGIONAL WATER  
COMPANY RADONIQI -  
GJAKOVA**

**KFW**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
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Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER  
State Secretariat for Economic Affairs SECO

**SEWAGE DISPOSAL IN SW KOSOVO  
PHASE III**

**BMZ 2013 65 501**

**Pre-qualification (PQ) Documents  
for the Sewerage Network in Gjakova**

**Works and Supply Contracts**

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**Employer:**

**REGIONAL WATER COMPANY RADONIQI GJAKOVA**

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## 1 Information to Applicants

<b>General</b>	
<b>1.1 Introduction</b>	<p>RWC Radoniqi - Gjakova (the “Employer”) invites internationally experienced firms or joint ventures to participate in the pre-qualification process for the following project</p> <p style="text-align: center;"><b>SEWAGE DISPOSAL IN SW KOSOVO PHASE III</b></p> <p style="text-align: center;"><b>Contract for Rehabilitation and Extension of the Sewerage Network Gjakova.</b></p> <p>One short-list will be defined based on the evaluation of the issued pre-qualification (PQ) documents.</p> <p>The short-listed Applicants will be invited to issue their bid. RWC Radoniqi is free to award the Contract according to the most applicable proposal.</p> <p>RWC Radoniqi intends to issue the tender among the shortlisted and pre-qualified companies and/or joint ventures within 2016.</p> <p>RWC Radoniqi is now soliciting expressions of interest and the submission of qualification and experience documentation from foreign and local entities, including those experienced and capable joint ventures wishing to submit a proposal for the abovementioned works.</p> <p>This pre-qualification document is comprised of:</p> <ul style="list-style-type: none"><li>• Chapter 1: Information to applicants</li><li>• Chapter 2: Qualification criteria</li><li>• Chapter 3: Application forms</li></ul> <p>Complete PQ applications shall be prepared in line with the criteria defined in this document.</p> <p>PQ application has to be prepared in English language and must be complete and self-contained in all respects.</p> <p>The preparation and the submission of the Expression of Interest document is the responsibility of the Applicant and no relief or consideration can be given for errors and omissions. PQ application, which do not meet the requirements rendered in this document, will not be accepted.</p> <p>PQ application submitted will be evaluated and treated confidentially and will not be returned after evaluation.</p>

<p><b>1.2 Project Description and Scope of Work</b></p>	<p>The Project Scope for Rehabilitation and Extension of the Sewerage Network Gjakova comprises in general of about the following items:</p> <ul style="list-style-type: none"> <li>• Rehabilitation/replacement of part of Main Collector I: approximately 3,000 m of DN300 to DN400 of corrugated plastic pipes</li> <li>• Rehabilitation/replacement of part of Main Collector II: approximately 4,400 m of DN300 to DN600 of corrugated plastic pipes</li> <li>• Extension of Main Collector II &amp; Network: approximately 2,200 m of DN300 of corrugated plastic pipes</li> <li>• Construction of Trunk Main: approximately 1,200 m of DN700 of concrete pipe</li> <li>• Construction of one River Crossing / Pipe Bridge</li> </ul> <p>The scope of work includes further:</p> <ul style="list-style-type: none"> <li>• CCTV inspection of existing Sewer Lines up to DN 500</li> <li>• Rehabilitation of inspected Sewer Lines (if identified)</li> <li>• Identification of rainwater inlets by Smoke Test and reconnection to existing Stormwater Lines</li> <li>• Reconnection of House Connections to rehabilitated Sewer Lines, including installation of PP-Inspection Manholes and PP pipes</li> <li>• construction inside urban area with partly narrow roads</li> </ul> <p>Part of the works might be tendered as “optional”.</p>
<p><b>1.3 Source of Funds</b></p>	<p>This project is implemented and funded in frame of the Development Cooperation between the Republic of Kosovo and the Federal Republic of Germany through <i>KfW Development Bank</i> (KfW) and Swiss Confederation through the <i>State Secretariat for Economic Affairs</i> (SECO).</p> <p>Beneficiary and Project Executing Agency (hereinafter PEA) is RWC Radoniqi – Gjakova, which is acting as the Employer. The PEA intends to apply a portion of the funds to eligible payments under the contract resulting from the bidding for which this qualification is conducted (hereinafter called “the Contract”). Payments for this contract will be made only in accordance with the terms and conditions of the Financing Agreement, and will be subject in all respects to the terms and conditions of that Agreement. Except as KfW may specifically agree, no party other than the Employer shall derive any rights from the Financing Agreement or have any rights to the fund proceeds.</p> <p>Neither the Government of Kosovo nor the funding Agencies shall in no way be deemed as party to the Contract or be under any obligation to the Contractor.</p>
<p><b>1.4 Consultant</b></p>	<p>The Implementation Engineer for this work is :</p> <p>IGIP Ingenieur-Gesellschaft für internationale Planungsaufgaben mbH Consulting Engineers Dolivostraße 11 64293 Darmstadt / Germany</p>
<p><b>1.5 Purpose of Pre-Qualificati</b></p>	<p>It ensures that bids are received only from Applicants who have:</p> <ul style="list-style-type: none"> <li>• experience in the execution of comparable projects;</li> </ul>

<b>on</b>	<ul style="list-style-type: none"> <li>• experience in the partner country or in the Region;</li> <li>• availability of qualified personnel</li> <li>• availability of appropriate facilities</li> <li>• availability of equipment in sufficient quantities</li> <li>• adequate financial capacity</li> </ul> <p>in order to reasonably undertake the project as proposed.</p>
<b>1.6 Applicable guidelines/ law for Pre-Qualification Process</b>	<p>The pre-qualification process will be governed by the “<i>Guidelines for the Procurement of Supply and Work Contracts under Financial Cooperation with Developing Partner Countries</i>” published by the KfW Development Bank (KfW), Germany, which can be downloaded from the following web-site:  <a href="https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications/">https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications/</a>  last updated August 2016.  and the Public Procurement Law of Kosovo.</p>
<b>1.7 Law and Language of Contract</b>	<p>Interpretations and enforcement of the contracts will be in accordance with the laws of the Republic of Kosovo.  The governing language will be English.</p>
<b>1.8 Contract Documents</b>	<p>Contract provisions will be in line with the “Conditions of Contract for Construction” (<b>FIDIC Pink Book</b>, 2010), and the “<i>KfW Guidelines for the Procurement of Supply and Work Contracts</i>” (download see 1.6).  All portions of the Contract Documents including the Conditions of Contract (FIDIC) will be prepared specifically for the related contract. Specifications will generally be based on European and Kosovar standards.</p>
<b>1.9 Taxes and Duties</b>	<p>It will be the responsibility of the Applicant to clear all imported materials and equipment and personnel for the project through the Kosovar Customs and Immigration as well as any other jurisdictional administration. VAT, duties and import VAT as well as other costs related to tax law of Kosovo have to be shown separately by the applicant in the invoices and will be paid by the Employer.</p>
<b>1.10 Corrupt Practices</b>	<p>Applicants, suppliers, and contractors under KfW financed contracts, shall observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this requirement, the contracting agency:</p> <ul style="list-style-type: none"> <li>• define, for the purposes of this provision, the terms set forth below as follows: <ul style="list-style-type: none"> <li>○ “corrupt practice” means the offering, giving receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the procurement process or the execution of a contract;</li> <li>○ “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;</li> <li>○ “collusive practices” means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Borrower, designed to influence the action of any party in a procurement process or the execution of a contract;</li> <li>○ “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;</li> </ul> </li> <li>• will reject a proposal for award if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and</li> </ul>

	<ul style="list-style-type: none"> <li>will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in KfW-financed activities if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, an KfW-financed contract.</li> </ul>
<p><b>1.11 Eligible /Ineligible Applicants</b></p>	<p>Applicants may submit applications if none of the following reasons for exclusion apply:</p> <ul style="list-style-type: none"> <li>They have been the subject of a judgment which has the force of res judicata for fraud, within the meaning of Article 1 of the Convention on the Protection of the European Communities' financial interests; corruption, as defined in Article 3 of Council Act of 26 May 1997; involvement in a criminal organisation as defined in Article 2 of Council Joint Action 98/733/JHA; or any other illegal activity detrimental to the European Union's financial interests;</li> <li>Participation of an Applicant is ruled out by sanctions issued by the UN Security Council, the European Union or the German Government.</li> <li>The Applicant is or was involved as a consultant in the preparation or implementation of the project.</li> <li>Failure to submit a Declaration of Undertaking in the form provided in the attachments.</li> <li>The Applicant is legally barred from procurement process in Kosovo on the ground of previous violations of regulations on fraud and corruption.</li> <li>The Applicant, JV partners or sub-contractors and their managing staff, members of their boards of directors or their beneficial owners are personally or economically intertwined with staff of the Employer.</li> </ul> <p>An Applicant shall be a private or government-owned legal entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV,</p> <ul style="list-style-type: none"> <li>all partners to the JV shall be jointly and severally liable;</li> <li>a JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the qualification process and, in the event the JV is qualified, during the bidding process, and in the event the JV is awarded the Contract, during contract execution; and</li> <li>any applicant cannot be a partner of more than one JV and cannot be a subcontractor to other pre-qualified Applicants during the bid.</li> </ul> <p>There are no restrictions regarding the Applicant's country of domicile. The Applicant shall however be constituted, incorporated, or registered and shall operate in conformity with the provisions of the laws of his country of domicile</p> <p>Government-owned enterprises in the Employer's country shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not in any way dependent agencies of the Employer</p> <p>Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request</p>
<p><b>1.12 Currency and Exchange Rate</b></p>	<p>Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the EURO equivalent using the rate of exchange determined as follows:</p> <p>Turnover or financial data required for each year - Exchange rate on the last day of the respective calendar year will prevail (in which the amount for the respective year has to be converted).</p> <p>Value of single contract - Exchange rate on the date of the contract signing will</p>

	prevail.
<b>Preparation of PQ Application</b>	
<b>1.13 Costs</b>	The Applicant shall bear all costs associated with the preparation and submission of its PQ Application, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.
<b>1.14 Language</b>	The Application, as well as all correspondence and documents relating to the PQ Application exchanged by the Applicant and the Employer, shall be written in the English language. Language for translation of supporting documents and printed literature is English language.
<b>1.15 Documents Comprising the PQ Application</b>	<p>The PQ Applications shall consist of the following documents:</p> <ul style="list-style-type: none"> <li>• Form 1 - Letter of Application</li> <li>• Form 2 - Letter of Intent (in case of JV)</li> <li>• Form 3 - Legal Registration Certificate</li> <li>• Form 4 - Power of Attorney</li> <li>• Form 5 - Declaration of Undertaking</li> <li>• Form 6 - Declaration of Litigation</li> <li>• Form 7 - ISO Certificate(s)</li> <li>• Form 8 - Financial Capabilities</li> <li>• Form 9 - Annual Turn Over</li> <li>• Form 10 - Construction Experience Record (General, Specific, Regional)</li> <li>• Form 11 - Personnel Capabilities</li> <li>• Form 12 - Equipment Capabilities</li> </ul> <p>All pages of the PQ Applications shall be stamped and signed by a person duly authorized to sign on behalf of the Applicant. This authorization shall consist of a written confirmation (Form 4).</p> <p>The Standard Forms are provided with this PQ document and must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>Any surplus of information not specific to the material requested will be penalized. Non-compliance with this invitation or faulty information shall lead to non-qualification.</p>
<b>1.16 Clarification of PQ Document</b>	<p>Pre-Application Meeting will not be held.</p> <p>Applicants requesting additional information, or further explanation about the Pre-qualification Documents should write to the Employer. All written correspondence must be received no later than 20 calendar days before deadline of submission. All requests received later than this date will not be taken into consideration. Official responses will be sent to all interested Applicants latest 14 calendar days before submission date.</p> <p>All correspondence exchange between the Applicant and Employer (with his address as shown in Chapter 1.21) shall be in English language.</p>
<b>1.17 Joint Ventures</b>	Applicants may form a joint venture or consortium with other firms and may pre-qualify on that basis.

	<p>The maximum number of members in the JV shall be two (2).</p> <p>The leader of the Joint Venture should be nominated by delegation letter signed by the JV including all responsibilities and duties throughout the bidding and the execution of the Project.</p> <p>In this document, a reference to either "joint venture" or "consortium" applies to both. A Joint Venture that is pre-qualified as such, does not pre-qualify the individual partners as individual pre-qualified Applicants. In the case of a joint venture, each firm must submit individual pre-qualification documents within the joint venture. A joint venture must fully and independently meet the eligibility, history, management personnel and schedule requirements. Replacement of one partner requires approval by KfW and the Employer and the new partner of a joint venture must be as qualified (or better) than the one replaced.</p> <p>Any Applicant cannot be a partner of more than one joint venture and cannot be a subcontractor to pre-qualified Applicants during the bid.</p> <p>Sub-Contracting is allowed up to 25% of the Contract Value.</p>
<p><b>1.18 Changes in Qualifications of Applicants</b></p>	<p>Any change in the structure or formation of an Applicant after being prequalified and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids.</p>
<p><b>1.19 Securities</b></p>	<p>No security needs to be provided with the pre-qualification documents.</p> <p>A pre-qualified Applicant who submits a bid will be required to provide a Bid Security with the bid to serve as surety for the signing of the contract. The amount of the Bid Security will be specified in the Tender Documents.</p> <p>The successful Applicant will be required to furnish an Advance Payment and a Performance Security. The respective amounts will be specified in the Tender Documents.</p>

<b>Submission and Opening of PQ Applications</b>	
<b>1.20 Marking</b>	<p>The Applicant shall enclose his PQ Applications in a sealed package. This package includes one envelope with original and one envelope with copies. The envelope shall clearly be marked “original” respectively “copy”.</p> <p>The package must include a copy of all documents for pre-qualification on a readable CD-ROM or DVD.</p> <p>In case of differences between the original documents and the copy the original version prevails.</p> <p>The package shall be labeled as follows:</p> <ul style="list-style-type: none"> <li>• <i>Name and address of the Applicant</i></li> <li>• <i>Address of the Employer</i></li> <li>• “SEWAGE DISPOSAL IN SW KOSOVO PHASE III - Works Contract 1: Sewerage Network Gjakova - KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1”</li> <li>• “Do not open before official Opening!”</li> </ul>
<b>1.21 Delivery</b>	<p>The Pre-qualification Applications shall be delivered in the number and to the addresses of the Employer as specified below:</p> <ul style="list-style-type: none"> <li>• One (1) original and three (3) copies including one (1) electronic copy (CD) to:            Regional Water Company Radoniqi (RWCR)            c/o Arben Prruthi (PIU)            St. UCK, nr. 07            5000 Gjakova            Republic of Kosovo</li> <li>• One (1) electronic copy (CD) to:            KfW Development Bank            LEa4 - Municipal Infrastructure South East Europe - Turkey            Attn.: Ms. Ellen Dullenkopf            Palmengartenstr. 5 – 9            60325 Frankfurt            Germany</li> </ul>
<b>1.22 Deadline for Submission</b>	<p>Pre-qualification documents must be received by the Employer not later than the date and time indicated in the announcement. For timely delivery only the delivery date and time at the Employer is decisive.</p> <p>Applicants shall not have the option of submitting their Applications electronically.</p> <p>Late Applications will remain unopened and will not be returned to the Applicants.</p> <p>The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended</p>

<b>1.23 Late Applications</b>	The Employer shall not consider any Pre-qualification document that arrives after the deadline as stated in the Procurement Notice.
<b>1.24 Application Opening</b>	No public opening shall apply. The opening of application documents will be made in a committee especially established for that purpose.

<b>Evaluation of PQ Applications</b>	
<b>1.25 Confidentiality</b>	<p>Information relating to the evaluation process shall not be disclosed to Applicants or any other persons not officially concerned with such process until official information is communicated to all Applicants.</p> <p>Any attempt by Applicants to influence the Employer in the evaluation may result in the rejection of its bid.</p> <p>After opening the prequalification documents until preparation of the short-list of the qualified firms, no communication of any type shall be entertained unless called for by the Employer.</p>
<b>1.26 Evaluation of PQ Applications</b>	<p>The Employer will determine to its satisfaction whether the Applicant meets the qualifying criteria specified in this PQ Document.</p> <p>The pre-qualification information submitted will allow the Employer to determine the eligibility and qualification of the applicants. In submitting pre-qualification data for review, the applicant waives any claim against the Employer that might arise from any decision or action by the Employer.</p> <p>Factors affecting an Applicant's ability to be pre-qualified include company experience, history of completing work on schedule, qualifications of key personnel, availability of required equipment and financial capacity. Applicants meeting the minimum requirements relative to these factors, as indicated in this document, will be eligible for pre-qualification.</p> <p>After having completed the evaluation of the prequalification documents, a short-list consisting of maximum five Applicants (scoring a minimum of 80 points) will be established.</p> <p>Short-listed Applicants may be invited to submit a technical and financial proposal and receive the tender documents; Applicants not pre-qualified will be informed accordingly.</p>
<b>1.27 Clarification of Applications</b>	<p>During the examination, evaluation, and comparison of the PQ Application, the Employer may, at his discretion, ask any Applicant for clarification.</p> <p>Any clarification submitted by an Applicant that is not in response to a request by the Employer shall not be considered.</p> <p>The Employer's request for clarification and the response shall be in writing.</p> <p>If an Applicant does not provide clarifications of its application by the date and time set in the Employer's request for clarification, such clarification will be considered as negative.</p>
<b>1.28 Employer's Right to Accept or to Reject any or all PQ Applications</b>	<p>The Employer reserves the right to</p> <ul style="list-style-type: none"> <li>• Reject or accept any application;</li> <li>• Annul the pre-qualification process and reject all applications.</li> </ul> <p>The Employer shall neither be liable for any such actions, nor be under any obligation to inform the Applicant on the grounds for them.</p>

## 2 Qualification Criteria and Requirements

### 2.1 General Information

In general, evaluation of the Prequalification Document submitted by the Applicant will be done in two Stages as follows:

- 1<sup>st</sup> Stage and closed session: the Chairman will check at first if the Applicant fulfils all administrative requirements with pass/fail criteria, meaning: if administrative requirements are not fulfilled during the conformity check, the application will be rejected by the Evaluation Committee and will not pass to the second Stage;
- 2<sup>nd</sup> Stage and closed session: after having passed the 1<sup>st</sup> Stage, the Evaluation Committee will evaluate financial and technical requirements as stated below.

To qualify, the Applicants shall pass first stage and shall meet in the second stage the minimum qualifying criteria specified in this Prequalification Document. Information and documents included will be reviewed and evaluated by the Employer.

The Applicants (including members of joint ventures) are expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as required by the Prequalification Document (see attachments).

All Applicants must supply the following information and documents within their application, using only the Forms as presented in Chapter 3 hereinafter and attaching where applicable other relevant documents, like copies of original documents defining the constitution or legal status, place of registration and principal place of business of the Applicants; etc. Applicants who fail to submit any of them may be rejected

### 2.2 Administrative Requirements

The Applicant shall as requirement submit the following documents (Preliminary Pass–Fail Examination of Applications):

- a. Letter of Application (see Form 1)
- b. in case of JV: Letter of Intent (see Form 2)
- c. Legal Registration Certificate (see Form 3)
- d. Power of Attorney (see Form 4)
- e. Declaration of Undertaking (see Form 5)
- a. Declaration of Litigation (see Form 6): the Applicant shall provide accurate information about any litigation or arbitration resulting from contracts completed or on-going under its execution over the last 5 years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.
- f. Copy of valid certification of the latest version of ISO 9001, ISO 18001 and ISO 14001 (see Form 7)

### 2.3 Financial Requirements

- a. The audited balance sheets for the last 5 years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. In case of JV the Leader and its Partner shall each submit these documents.
- b. The Applicant shall demonstrate by Letter of Bank (Form 8b) that it has access to lines of credit sufficient to meet the construction cash flow requirements estimated as **€ 1 mill. (One million)** for the subject contract(s) net of the Applicants other commitments. In case of JV the Leader shall demonstrate access to **€ 0.7 mill. (Seven hundred thousand)** and the partner to **€ 0.5 mill. (Five hundred thousand)**.
- c. Minimum total annual turnover of **€ 15 mill. (Fifteen million)**, proven by audited balance sheets and income statement within the last 3 years, cumulated by the years stated. In case of JV the minimum shall be **€ 10 mill. (Ten million)** for the JV Leader and **€ 8 mill. (Eight million)** for the Partner.

- d. The Applicant shall provide accurate information about any litigation or arbitration resulting from contracts completed or on-going under its execution over the last 3 years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.
- e. Authority to seek references from the Applicants' bankers: If deemed necessary, the Employer shall have the authority to make inquiries with the Applicants' bankers.

## 2.4 Technical Requirements

### 2.4.1 General Requirements

Experience under general construction contracts under FIDIC rules in the role of a prime contractor or joint venture member or nominated subcontractor for at least within the last 3 years: details and evidences of a minimum number of at least 2 contracts for installation in total a minimum of 20km of Sewer Pipeline or other Pipeline or 1 contract of min 20km of Sewer or other Pipeline up to DN 600 within Urban Areas that have been satisfactorily and substantially completed (> 65%). Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included.

### 2.4.2 Regional Specific Requirements

Regional Construction Experience in the role as of a prime contractor or joint venture member or nominated subcontractor within at least the last 3 years: details and evidences of a minimum number of at least 2 contracts for installation of in total minimum 10 km of Sewer Network (DN ≥ 600 mm made of corrugated plastic pipes (HDPE or PP), concrete pipes and concrete manholes) within the Region and within Urban and Suburban Areas that have been satisfactorily and substantially completed (> 65%). Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included.

Regional meant within Balkan Region, i.e. Albania, Bosnia & Herzegovina, Croatia, Kosovo (preferred), Macedonia, Montenegro and Serbia.

### 2.4.3 Specific Requirements

Specific Regional CCTV Inspection Experience in the role as of a prime contractor or joint venture member or nominated subcontractor for at least within the last 3 years: details and evidences of a minimum number of at least 2 contracts for CCTV Inspection of sewer network with a total length of 10 km and within urban areas that have been satisfactorily and substantially completed (> 65%). Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included

## 2.5 Personnel Requirements

In Form 11 (A) the Applicant shall supply the current personnel structure of the firm. Evaluation will be based on number of total staff (see Chapter 2.7 below)

Also the Applicant shall make provision for suitably qualified personnel to fill certain key positions listed below and as deemed required during contract implementation. In Form 11 (B) the Applicant shall supply information on a prime candidate and on an alternate for each position; both of whom should meet the experience requirements specified below.

The data on their experience should be supplied in separate sheets using one Form 11 (C) for each candidate

Key Position	Total work experience (years in works)	Minimum experience (years in works of comparable complexity)	Minimum experience (years in works of similar nature)
Project Manager and QA/QC - experienced in Overall Contract management and Coordination at Home Office with experience	<b>20</b>	<b>15</b>	<b>10</b>

<b>Key Position</b>	<b>Total work experience</b> (years in works)	<b>Minimum experience</b> (years in works of comparable complexity)	<b>Minimum experience</b> (years in works of similar nature)
in FIDIC Red Book			
<b>Construction Chief Engineer</b> (Civil Engineer) experienced in On-site Construction Management	<b>15</b>	<b>10</b>	<b>5</b>
<b>CCTV Operator</b> - experience in CCTV inspection as described in Scope of Work	<b>10</b>	<b>--</b>	<b>5</b>

Comparable means construction of Pipelines in general within Urban Areas

Similar means construction of Sewer Lines in general within Urban Areas

## 2.6 Equipment Capabilities

The Applicant shall demonstrate that he has sufficient equipment for the execution of the project including CCTV inspection and must indicate whether he is owning or renting such equipment (see Form 12). The Tenderer shall demonstrate in particular that he owns, or he has at least unrestricted access equipment summarized below:

<b>Key Equipment</b>	<b>Minimum number of units</b>
CCTV Inspection Unit	1
Backhoe Loader	2
Mini-excavator like Bobcat for narrow spaces	2
Trucks (3.5 t) for earth transport	4
Trucks (8 t) for earth transport	2
Pipe Trench Support (Trench Box)	6
Pipe Welding Machine	2
Vibro-compacting unit	3
Generator	2
Pump (dewatering)	4

## 2.7 Prequalification Process

The individual weight and specific evaluation criteria are presented below and in the following table:

Financial Requirements            40 points and to pass minimum of 32 points

Technical Capabilities            60 points and to pass minimum of 48 points

Legal, financial and technical evaluation		Compliance Requirement			Application Form	Points	Evaluation
		Single Applicant	JV each Member (max 2)	JV Leader only			
<b>1</b>	<b>Administrative Requirements</b>					<b>P/F</b>	P: Pass F: Fail
1.1	Letter of Application	Yes/No	Yes/No	N/A	Form 1	P/F	P: Pass F: Fail
1.2	Letter of Intent	N/A	Yes/No	N/A	Form 2	P/F	P: Pass (in case of JV) F: Fail (in case of JV)
1.3	Legal Registration Certificate	Yes/No	Yes/No	N/A	Form 3 & Registration	P/F	P: Pass F: Fail
1.4	Power of Attorney	Yes/No	Yes/No	N/A	Form 4	P/F	P: Pass F: Fail
1.5	Declaration of Undertaking	Yes/No	Yes/No	N/A	Form 5	P/F	P: Pass F: Fail
1.6	Declaration of Litigation	Yes/No	Yes/No	N/A	Form 6	P/F	P: Pass F: Fail
1.7	Copy of valid certification of the latest version of ISO 9001, ISO 18001, ISO 14001	Yes/No	N/A	Yes/No	Form 7	P/F	P: Pass F: Fail
<b>2</b>	<b>Financial Requirements</b>					<b>40</b>	Pass: min 32 Points Fails: < 32 Points
2.1	The audited balance sheets for the last 5 years.	A	A	A	Form 8 and Annex	10	0: No Form submitted 2- 10 : Forms submitted and for each year positive 2 point 0: No Form submitted
2.2	Access to, or has available lines of credit	A with requirements > 1 Mio EUR	A with requirements > 50 % (0,5 Mio EUR)	A with requirements > 65 % (0,70 Mio EUR)	Form 8 and Annex	15	5 : Form only submitted and requirement fulfilled 15: Credit Line (Statement by Bank submitted) and requirement fulfilled
2.3	Minimum turnover within the last 3 years.	A with requirements > accumulative 15 Mio EUR	A with requirements > accumulative 8 Mio EUR	A with requirements > accumulative 15 Mio EUR	Form 9	15	0: No Form submitted 15 : Form submitted and requirement fulfilled
<b>3</b>	<b>Technical Requirements</b>					<b>60</b>	Pass: min 48 Points Fails: < 48 Points
3.1	General Construction Experience as a prime contractor or joint venture member or nominated subcontractor for installation of 20 km of sewer network or other pipeline project experience within the last 3 years	A with requirements at least 2 contracts of min 10km each or 1 contract of 20 km Pipeline up to DN 600	A with requirements at least 2 contracts of min 10km each or 1 contract of 20 km Pipeline up to DN 600	A with requirements at least 2 contracts of min 10km each or 1 contract of 20 km Pipeline up to DN 600	Form 10	16	0: No Form submitted 16: Form submitted with Certificates or Contract Agreement(s)
3.2	Regional Specific Construction Experience - similar contracts as a prime contractor, joint venture member or nominated subcontractor within the last 3 years for installation of about a minimum of 10km of sewer network within urban areas with DN ≥ 600mm made of corrugated plastic pipes (HDPE or PP), concrete pipes and concrete manholes	A with requirements at least 2 contracts in total 10km	A with requirements at least 2 contracts in total 10km	A with requirements at least 2 contracts in total 10km	Form 10	20	0: No specific contract 10- 20: for each specific contract @ 10 points for each Regional Contract
3.3	Regional CCTV Inspection Experience as a prime contractor or joint venture member or nominated subcontractor within the last 3 years for CCTV Inspection of sewer network within urban areas	A with requirements at least 2 contracts in total 10km	A with requirements at least 2 contracts in total 10km	A with requirements at least 2 contracts in total 10km	Form 10	10	0: No regional contract 5- 10: for each regional contract @ 5 points
3.4	Personnel					4	
3.4.1	Number of Staff	A	N/A	A	Form 11 (A)	4	No Form submitted - 0 150 and above - 100%, 120 - 149 - 80% 80 - 119 - 50 % Below 80 - 30%
3.5	Availability of experienced staff:					8	
3.5.1	Project Manager (Home Office)	A	N/A	A	Form 11 (C)	3	0: No Form submitted 3 : Form submitted and 1 points for each criteria fulfilled
3.5.2	Construction Manager (Field Office)	A	N/A	A	Form 11 (C)	3	0: No Form submitted 3 : Form submitted and 1 points for each criteria fulfilled
3.5.3	CCTV Operator	A	N/A	A	Form 11 (C)	2	0: No Form submitted 2 : Form submitted and 1 points for each criteria fulfilled
3.6	Availability of Equipment in sufficient quantity	A	N/A	A	Form 12	2	0: No Form submitted 0 : Form submitted but requirement not sufficient 2: Form submitted and requirement sufficient
A: Applicable; N/A: Not Applicable					Result	<b>100</b>	Pass: ≥ 80 Points Fail: < 80 Points

### **3 Application Forms for Pre-Qualification**

Form 1 - Letter of Application

Form 2 - Letter of Intent (in case of JV)

Form 3 - Legal Registration Certificate

Form 4 - Power of Attorney

Form 5 - Declaration of Undertaking

Form 6 - Declaration of Litigation

Form 7 - ISO Certificate(s)

Form 8 - Financial Capabilities

Form 9 - Annual Turn Over

Form 10 - Construction Experience Record (General, Specific, Regional)

Form 11 - Personnel Capabilities

Form 12 - Equipment Capabilities

**FORM 1**

**LETTER OF APPLICATION**

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

To: Date: .....  
 Regional Water Company Radoniqi (RWCR)  
 St. UCK, nr. 07  
 5000 Gjakova  
 Kosovo

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova

Being duly authorized to represent and act on behalf of .....(herein after referred to as “the Applicants”), and having reviewed and fully understood all of the project requirements and information provided, the undersigned hereby applies for qualification to bid on the above contract.

Attached to this letter are copies of original documents defining<sup>1</sup>:

- (a) The Applicant’s legal status;
- (b) The principal place of business; and
- (c) The place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicants.

Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>:

<b>General and managerial inquiries</b>	
Contact Name	Address and communication facilities
<b>Personnel inquiries</b>	
Contact Name	Address and communication facilities
<b>Technical inquiries</b>	
Contact Name	Address and communication facilities
<b>Financial inquiries</b>	
Contact Name	Address and communication facilities

This application is made with the full understanding that:

<sup>1</sup> For applications by Joint Ventures, all the information requested in the qualification documents is to be provided for the Joint Venture, if it already exists, and for each party to the Joint Venture separately. The lead partner should be clearly identified. Each partner in the Joint Venture shall sign the letter.

<sup>2</sup> Applications by Joint Ventures should provide on separate sheet equivalent information for each party to the application.

(a) Bids by Applicants will be subject to verification of all information submitted for qualification; (b) Your Agency reserves the right to reject or accept any application, cancel the bidding process, and reject all applications and shall not be liable for any such actions.

Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the Joint Venture or Association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

We confirm that the bid, as well as any resulting contract, will be (a) signed so as to legally bind all partners, jointly and severally; and (b) submitted with a JV agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed and stamped	Signed and stamped
Name	Name
For and on behalf of (name of Applicants or lead partner of a Joint Venture)	For and on behalf of (name of partner)

Please attach to this Letter: Power of Attorney to Sign all EOI Documents



**FORM 3**

**LEGAL REGISTRATION CERTIFICATE**

*[All individual firms and each partner of a Joint Venture applying for the project are requested to complete the information in this form. Nationality information should be provided for all owners or Applicants that are partnerships or individually owned firms. Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Applicants.]*

Applicant Information	
Applicant's legal name	
In case of a JV, the legal name and of each member *	
Applicant's country of registration:	
Applicant's year of registration:	
Applicant's legal address in country of registration	
Applicant's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<p><b>1. Attached are copies of the following original documents:</b></p> <p><input type="checkbox"/> Articles of incorporation and/or documents of registration of the legal entity named above.</p> <p><input type="checkbox"/> Authorization to represent the firm or JV named in above.</p> <p><input type="checkbox"/> In case of a government-owned entity, any additional documents not covered Point 1 above.</p> <p><b>2. Attached are:</b></p> <p><input type="checkbox"/> organizational chart</p> <p><input type="checkbox"/> a list of Board of Directors,</p> <p><input type="checkbox"/> beneficial ownership</p>	

**FORM 4**  
**POWER OF ATTORNEY**  
**TO WHOM IT MAY**  
**CONCERN**

We hereby authorise

.....  
*[full name of authorised signatory]*

holder of ..... Passport No. ....  
*[nationality]*

in his capacity as ..... *[position within Applicant company]* to legally act on behalf of our company in ..... and in all matters connected with the Pre-Prequalification: Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova as the company's official representative concerning the following matters:

- to represent our company officially before Regional Water Company Radoniqi (RWCR)
- to represent our company in all legal matters including signing on behalf of our company all legal documents, statements and all correspondence related to this the Pre-Prequalification.

This Power of Attorney shall be valid until..... 2016

.....  
*[name of company]*

<i>[signature of first Principal of company]</i> <i>[name]</i> <i>[title]</i>	<i>[signature of second Principal of company]</i> <i>[name]</i> <i>[title]</i>
---	--

Dated this ..... day of ..... 2016

**FORM 5**

**DECLARATION OF UNDERTAKING**

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept 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 declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines<sup>3</sup>.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

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 Kosovo.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Place, date

Applicant's Signature

.....

.....

---

<sup>3</sup> See "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"

**FORM 6**

**DECLARATION OF LITIGATION**

*This form has to be prepared by the applicant, respectively by each partner of a Joint Venture/Consortium.*

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name:.....

Pending Litigation			
<input type="checkbox"/> No pending litigation			
<input type="checkbox"/> Pending litigation as indicated below			
Year	Matter in Dispute	Value of Pending Claim in EURO Equivalent	Value of Pending Claim as a Percentage of Net Worth

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 7**

**ISO 9001-, ISO 18001 & ISO 14001- CERTIFICATES**

*[A copy of the Certificate(s) shall be submitted by the Applicant and in the case of a JV Applicant, each Member]*

**FORM 8a**

**FINANCIAL CAPABILITIES**

<b>Name of Applicants or Partner of a Joint Venture</b>

Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated in the Instruction to Applicants. Each Applicants or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous construction subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of Banker
	Address of Banker
	Telephone No. : Fax No.:
	Contact Name and Title

Summarize actual assets and liabilities in Euro (€) equivalent (at the rates of exchange current at the end of each year) for the previous three calendar years.

Financial Information in EURO Equivalent	Actual: Previous Five Years				
	Year 2011	Year 2012	Year 2013	Year 2014	Year 2015
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profit before tax					

**Attached are copies of the following original documents:**

Audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the last five years (for the individual Applicants or each partner of a Joint Venture).

If audits are not required by the laws of Applicants countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, **lines of credit**, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as **€ 1 mill. (One million)**

<b>Source of Financing</b>	<b>Amount (EURO Equivalent)</b>
1.	
2.	
3.	
4.	
<b>Attached are copies of the following original documents:</b>	
<input type="checkbox"/> Form 8 b: Confirmations from bank(s) or other credit institute(s) stating the Applicant's credit line	

**FORM 8b**  
**CREDIT LINE**

*[Letterhead paper of the Bank/Credit Institute including full postal address, and telephone, facsimile and email address]*

To:

Date: .....

Regional Water Company Radoniqi (RWCR)  
St. UCK, nr. 07  
5000 Gjakova  
Kosovo

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova

We.....[name of Bank] certify that .....[name of Tenderer] is one of our Clients and we are willing to provide the company with credit facilities up to .....(in words: .....) [Indicate total amount in EUR] only and as follows [in case of different branches by the same Bank].

This certificate has been given to the company upon their request without any responsibility on our part or any of our staff.

[Banks Name]

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 9**

**ANNUAL TURN OVER**

*This form has to be prepared by the applicant, respectively by each partner of a Joint Venture/Consortium.*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name: .....

Annual Turnover Data for the Last 3 Years			
Year	Amount Currency	Exchange Rate	EURO Equivalent
2013			
2014			
2015			
<b>Total Turnover</b>			

The information supplied should be the annual turnover of the Applicant or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to EURO at the rate of exchange at the end of the period reported.

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 10**

**EXPERIENCE RECORD**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

*[Identify contracts that demonstrate continuous construction work over the past three years pursuant to Section Qualification Criteria and Requirements. List contracts chronologically, according to their commencement (starting) dates.]*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-1, SN Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name:.....

<b>Construction Experience</b>				
<b>Starting Month</b>	<b>Ending Month</b>	<b>Prime Contractor or Member of JV</b>	<b>Contract Identification and Name</b>	
			<b>Country</b>	<b>Contract Value [EUR]</b>
<b>Year</b>	<b>Year</b>		<b>Name and Address of Employer incl. e-mail</b>	
			<b>Physical Size (DN, Length, Material used)</b>	
			<b>Actual completed at date of submission (%)</b>	
			<b>Brief Description of the Works Executed by the Applicant</b>	
<b>General:</b>				
<b>Regional:</b>				
<b>Specific:</b>				

<b>Construction Experience</b>				
<b>Starting Month</b>	<b>Ending Month</b>	<b>Prime Contractor or Member of JV</b>	<b>Contract Identification and Name</b>	
			<b>Country</b>	<b>Contract Value [EUR]</b>
<b>Year</b>	<b>Year</b>		<b>Name and Address of Employer incl. e-mail</b>	
			<b>Physical Size (DN, Length, Material used)</b>	
			<b>Actual completed at date of submission (%)</b>	
			<b>Brief Description of the Works Executed by the Applicant</b>	
<b>Specific Regional:</b>				

**Note: Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included for each reference; otherwise the respective reference will not be considered during evaluation.**

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 11 (A)**

**GENERAL PERSONNEL CAPABILITIES**

*[For information purpose, the Applicant shall supply general information on the current permanent personnel structure as well as include Organization Chart of the firm]*

<b>Name of Applicants or Partner of a Joint Venture</b>

Position	Applicant or JV member Nos.	Applicant or JV member Nos.
<b>a) Directors and management</b>		
<b>b) Administrative staff</b>		
<b>c) Technical staff</b>		
- Engineers incl. Site Engineers		
- Topographical Surveyors		
- Foremen		
- Technicians		
- Machine operators		
- Other skilled staff incl. CAD Operators		
- Laborers and unskilled staff		
<b>Total</b>		
	<b>Attached:</b> <input type="checkbox"/> Organization Chart	<b>Attached:</b> <input type="checkbox"/> Organization Chart

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 11 (B)**

**Personnel Capabilities for Key Staff**

*[The Applicant should provide the names of at least two candidates qualified to meet the specified requirements stated for each position pursuant to Chapter 2.5 (Qualification Criteria in Personnel Requirements). The data on their experience should be supplied in separate sheets using one Form 11 (C) for each candidate.]*

<b>Name of Applicants or Partner of a Joint Venture</b>

1.	Title of position:
	Name of prime candidate
	Name of alternate candidate
2	Title of position:
	Name of prime candidate
	Name of alternate candidate
3	Title of position:
	Name of prime candidate
	Name of alternate candidate

**FORM 11 (C)**

**KEY STAFF CANDIDATE SUMMARY**

*[Applicants should demonstrate how each of the candidates listed in Form 11 (B) are qualified to meet the specified requirements stated for each position pursuant to Chapter 2.5 (Qualification Criteria in Personnel Requirements). One form should be filled out for each prime and alternative candidate proposed]*

<b>Name of Applicants or Partner of a Joint Venture</b>

Position		Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate Information	Name of Candidate		Date of Birth
	Professional qualifications		
Present Employment	Name of Employer		
	Address of Employer		
	Telephone		Contact
	Fax		Telex
	Job title of candidate		Years with present employer

*[Summarize professional experience over the last ten years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.]*

From	To	Company/Project/Position/Relevant technical and management experience

Use more boxes as appropriate

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 12**

**EQUIPMENT CAPABILITIES**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

The Applicants shall provide adequate information about the available equipment to demonstrate clearly that it has the capability to execute the project within the specified duration or equipment proposed and available for the implementation of the contract.

DESCRIPTION (Type/Make/Model)	Power/ Capacity	No. of Units	Age (years)	Owned (O) or hired(H)/	Current Location
<b>A) CONSTRUCTION EQUIPMENT</b>					
Backhoe Loader					
Mini-excavator like bobcat for narrow spaces					
Autocrane					
...					
<b>B) VEHICLES AND TRUCKS</b>					
Trucks (3.5 t) for earth transport					
Trucks (8 t) for earth transport					
Pipe Trench Support (Trench Box)					
...					
<b>D) OTHER EQUIPMENT</b>					
CCTV Inspection Unit					
Pipe Welding Machine					
Vibro-compacting unit					
Generator					
Pump (dewatering)					
...					

Use more boxes as appropriate

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Republic of Kosovo  
REGIONAL WATER  
COMPANY RADONIQI -  
GJAKOVA**

**KFW**



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,  
Education and Research EAER  
State Secretariat for Economic Affairs SECO

**SEWAGE DISPOSAL IN SW KOSOVO  
PHASE III**

**BMZ 2013 65 501**

**Pre-qualification (PQ) Documents  
for the Wastewater Treatment Plant in Gjakova**

**Works and Supply Contracts**

**Issued:**

**January 2017**

**ICB No.:**

**KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2**

**Employer:**

**REGIONAL WATER COMPANY RADONIQI GJAKOVA**

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## 1 Information to Applicants

<b>General</b>	
<b>1.1 Introduction</b>	<p>RWC Radoniqi - Gjakova (the “Employer”) invites internationally experienced firms or joint ventures to participate in the pre-qualification process for the following project</p> <p style="text-align: center;"><b>SEWAGE DISPOSAL IN SW KOSOVO PHASE III</b></p> <p style="text-align: center;"><b>Contract for Plant and Design-Build of WWTP Gjakova.</b></p> <p>One short-list will be defined based on the evaluation of the issued pre-qualification (PQ) documents.</p> <p>The short-listed Applicants will be invited to issue their bid. RWC Radoniqi is free to award the Contract according to the most applicable proposal.</p> <p>RWC Radoniqi intends to issue the tender among the shortlisted and pre-qualified companies and/or joint ventures within 2016.</p> <p>RWC Radoniqi is now soliciting expressions of interest and the submission of qualification and experience documentation from foreign and local entities, including those experienced and capable joint ventures wishing to submit a proposal for the abovementioned works.</p> <p>.</p> <p>This pre-qualification document is comprised of:</p> <ul style="list-style-type: none"><li>• Chapter 1: Information to applicants</li><li>• Chapter 2: Qualification criteria</li><li>• Chapter 3: Application forms</li></ul> <p>Complete PQ applications shall be prepared in line with the criteria defined in this document.</p> <p>PQ application has to be prepared in English language and must be complete and self-contained in all respects.</p> <p>The preparation and the submission of the Expression of Interest document is the responsibility of the Applicant and no relief or consideration can be given for errors and omissions. PQ application, which do not meet the requirements rendered in this document, will not be accepted.</p> <p>PQ application submitted will be evaluated and treated confidentially and will not be returned after evaluation.</p>

<b>1.2 Project Description and Scope of Work</b>	<p><b>WWTP Gjakova</b></p> <p>Note: all horizon and load figures hereafter resulted from numerical calculations only and they are adopted as a basic guideline. In future reality, pollution and hydraulic loads may deviate. In consequence, these figures are to be considered as tentative.</p> <p>The implementation of the WWTP Gjakova is divided into two implementation stages:</p> <ul style="list-style-type: none"> <li>• Stage 1: design horizon 2025, comprising of                         <ul style="list-style-type: none"> <li>• Primary Treatment;</li> <li>• Secondary Treatment and</li> <li>• Sludge Processing</li> </ul> </li> <li>• Stage 2: design horizon 2040 with extension of the same plant, but with Nutrient removal</li> </ul> <p>The Contractor is obliged to prepare the conceptual design of the complete system at the design horizon 2040 (Stage 2), but will have to prepare final design and construct the WWTP for Stage 1 (2025) only; meaning: for the design it has to be considered that the WWTP is planned as a 1st Stage and need to be extended in the future to connect all parts of Gjakova to the WWTP and provisions for a future nutrient removal (nitrogen, phosphorous) need to be made.</p> <p>In principle DIN-EN standards shall apply under consideration of the regulations and laws of Kosovo.</p> <p>The main criteria for the WWTP shall be summarized as follows:</p> <p>Influent:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f4a460;"> <th colspan="2">Parameter</th> <th>2025</th> <th>2040</th> </tr> </thead> <tbody> <tr> <td>Population Equivalent</td> <td>PE</td> <td>29.079</td> <td>68.279</td> </tr> <tr> <td>Dry Weather Flow</td> <td>l/s</td> <td>144</td> <td>232</td> </tr> <tr> <td>Wet Weather Flow</td> <td>l/s</td> <td>202</td> <td>302</td> </tr> <tr> <td>Total BOD5 Load</td> <td>kg/d</td> <td>1.745</td> <td>4.097</td> </tr> <tr> <td>Total TSS Load</td> <td>kg/d</td> <td>2.036</td> <td>4.779</td> </tr> <tr> <td>Total TKN load</td> <td>kg/d</td> <td>320</td> <td>751</td> </tr> <tr> <td>Total TP load</td> <td>kg/d</td> <td>58</td> <td>137</td> </tr> </tbody> </table> <p>Effluent:</p> <p>The effluent requirements and the design works for Stage 1 and Stage 2 must be prepared under consideration of the EU Urban Wastewater Treatment Directive (91/271/EEC) as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f4a460;"> <th rowspan="2">Parameter</th> <th rowspan="2">Units</th> <th colspan="2">Effluent Quality</th> </tr> <tr style="background-color: #f4a460;"> <th>2025</th> <th>2040</th> </tr> </thead> <tbody> <tr> <td>Chemical Oxygen Demand, COD</td> <td>mg/l</td> <td>≤ 125</td> <td>≤ 125</td> </tr> <tr> <td>Biochemical Oxygen Demand, BOD5</td> <td>mg/l</td> <td>≤ 25</td> <td>≤ 25</td> </tr> </tbody> </table>	Parameter		2025	2040	Population Equivalent	PE	29.079	68.279	Dry Weather Flow	l/s	144	232	Wet Weather Flow	l/s	202	302	Total BOD5 Load	kg/d	1.745	4.097	Total TSS Load	kg/d	2.036	4.779	Total TKN load	kg/d	320	751	Total TP load	kg/d	58	137	Parameter	Units	Effluent Quality		2025	2040	Chemical Oxygen Demand, COD	mg/l	≤ 125	≤ 125	Biochemical Oxygen Demand, BOD5	mg/l	≤ 25	≤ 25
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	Total Suspended Solids, TSS	mg/l	≤ 35	≤ 35
	Total nitrogen, TN	mg/l	≤ 15	≤ 15
	Ammoniac nitrogen N-NH <sub>4</sub>	mg/l	-	≤ 2
	Organic nitrogen N <sub>ORG</sub>	mg/l	-	≤ 1
	Nitrate nitrogen N-NO <sub>3</sub>	mg/l	-	≤ 12
	Total Phosphorus, TP	mg/l	-	≤ 2
	Fecal coliforms*	No/100ml	≤ 100	≤ 100
	<p>Generally, the proposed WWTP shall include the following:</p> <ul style="list-style-type: none"> <li>• Primary treatment unit (mechanical treatment)</li> <li>• Secondary treatment units (biological treatment by activated sludge/extended aeration or trickling filter system) including disinfection unit.</li> <li>• Sludge treatment (simultaneous aerobic, cold digestion or separate aerobic and mechanical dewatering) with sludge drying beds</li> <li>• Intake and discharge channel(s)</li> <li>• Construction of other buildings and facilities (e.g. SCADA System, Odor control system, administration building, laboratory, guard house, workshop, etc.) and other on/off-site infrastructure (e.g. roads, power supply, water supply, platform, fences, landscape, lighting, etc.).</li> </ul> <p>Other activities shall include:</p> <ul style="list-style-type: none"> <li>• Supply of Goods for Operation &amp; Maintenance</li> <li>• An overall energy–efficiency concept is obligatory.</li> <li>• Training.</li> <li>• Part-time support in operation of the plant during defects notification period</li> </ul> <p>Implementation period:</p> <ul style="list-style-type: none"> <li>• 24 months plus 12 months defects notification period</li> </ul>			
<b>1.3 Source of Funds</b>	<p>This project is implemented and funded in frame of the Development Cooperation between the Republic of Kosovo and the Federal Republic of Germany through <i>KfW Development Bank</i> (KfW) and Swiss Confederation through the <i>State Secretariat for Economic Affairs</i> (SECO).</p> <p>Beneficiary and Project Executing Agency (hereinafter PEA) is RWC Radoniqi – Gjakova, which is acting as the Employer. The PEA intends to apply a portion of the funds to eligible payments under the contract resulting from the bidding for which this qualification is conducted (hereinafter called “the Contract”). Payments for this contract will be made only in accordance with the terms and conditions of the Financing Agreement, and will be subject in all respects to the terms and conditions of that Agreement. Except as KfW may specifically agree, no party other than the Employer shall derive any rights from the Financing Agreement or have any rights to the fund proceeds.</p> <p>Neither the Government of Kosovo nor the funding Agencies shall in no way be deemed as party to the Contract or be under any obligation to the Contractor.</p>			
<b>1.4 Consultant</b>	<p>The Implementation Engineer for this work is :</p> <p>IGIP Ingenieur-Gesellschaft für internationale Planungsaufgaben mbH                  Consulting Engineers</p>			

	Dolivostraße 11 64293 Darmstadt / Germany
<b>1.5 Purpose of Pre-Qualification</b>	It ensures that bids are received only from Applicants who have: <ul style="list-style-type: none"> <li>• experience in the execution of comparable projects;</li> <li>• experience in the partner country or in the Region;</li> <li>• availability of qualified personnel</li> <li>• availability of appropriate facilities</li> <li>• availability of equipment in sufficient quantities</li> <li>• adequate financial capacity</li> </ul> in order to reasonably undertake the project as proposed.
<b>1.6 Applicable guidelines/law for Pre-Qualification Process</b>	The pre-qualification process will be governed by the “ <i>Guidelines for the Procurement of Supply and Work Contracts under Financial Cooperation with Developing Partner Countries</i> ” published by the KfW Development Bank (KfW), Germany, which can be downloaded from the following web-site: <a href="https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications/">https://www.kfw-entwicklungsbank.de/International-financing/KfW-Development-Bank/Publications/</a> May 2007, last updated August 2016 and the Public Procurement Law of Kosovo.
<b>1.7 Law and Language of Contract</b>	Interpretations and enforcement of the contracts will be in accordance with the laws of the Republic of Kosovo. The governing language will be English.
<b>1.8 Contract Documents</b>	Contract provisions will be in line with the “FIDIC Conditions of Contract for Plant and Design - Build ( <b>Yellow Book</b> ), First Edition 1999” and the “ <i>KfW Guidelines for the Procurement of Supply and Work Contracts</i> ” (download see 1.6). All portions of the Contract Documents including the Conditions of Contract (FIDIC) will be prepared specifically for the related contract. Specifications will generally be based on European and Kosovarian standards.
<b>1.9 Taxes and Duties</b>	It will be the responsibility of the Applicant to clear all imported materials and equipment and personnel for the project through the Kosovarian Customs and Immigration as well as any other jurisdictional administration. Anyhow, VAT, duties and import VAT as well as other costs related to tax law of Kosovo have to be shown separately by the applicant in the invoices and will be paid by the Employer.
<b>1.10 Corrupt Practices</b>	Applicants, suppliers, and contractors under KfW financed contracts, shall observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this requirement, the contracting agency: <ul style="list-style-type: none"> <li>• define, for the purposes of this provision, the terms set forth below as follows:                     <ul style="list-style-type: none"> <li>○ “corrupt practice” means the offering, giving receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the procurement process or the execution of a contract;</li> <li>○ “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;</li> <li>○ “collusive practices” means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Borrower, designed to influence the action of any party in a procurement process</li> </ul> </li> </ul>

	<p>or the execution of a contract;</p> <ul style="list-style-type: none"> <li>○ “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;</li> <li>• will reject a proposal for award if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and</li> <li>• will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in KfW-financed activities if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, an KfW-financed contract.</li> </ul>
<p><b>1.11 Eligible /Ineligible Applicants</b></p>	<p>Applicants may submit applications if none of the following reasons for exclusion apply:</p> <ul style="list-style-type: none"> <li>• They have been the subject of a judgment which has the force of res judicata for fraud, within the meaning of Article 1 of the Convention on the Protection of the European Communities' financial interests; corruption, as defined in Article 3 of Council Act of 26 May 1997; involvement in a criminal organisation as defined in Article 2 of Council Joint Action 98/733/JHA; or any other illegal activity detrimental to the European Union's financial interests;</li> <li>• Participation of an Applicant is ruled out by sanctions issued by the UN Security Council, the European Union or the German Government.</li> <li>• The Applicant is or was involved as a consultant in the preparation or implementation of the project.</li> <li>• Failure to submit a Declaration of Undertaking in the form provided in the attachments.</li> <li>• The Applicant is legally barred from procurement process in Kosovo on the ground of previous violations of regulations on fraud and corruption.</li> <li>• The Applicant, JV partners or sub-contractors and their managing staff, members of their boards of directors or their beneficial owners are personally or economically intertwined with staff of the Employer.</li> </ul> <p>An Applicant shall be a private or government-owned legal entity, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV,</p> <ul style="list-style-type: none"> <li>• all partners to the JV shall be jointly and severally liable;</li> <li>• a JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the qualification process and, in the event the JV is qualified, during the bidding process, and in the event the JV is awarded the Contract, during contract execution; and</li> <li>• any applicant cannot be a partner of more than one JV and cannot be a subcontractor to other pre-qualified Applicants during the bid.</li> </ul> <p>There are no restrictions regarding the Applicant's country of domicile. The Applicant shall however be constituted, incorporated, or registered and shall operate in conformity with the provisions of the laws of his country of domicile</p> <p>Government-owned enterprises in the Employer's country shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not in any way dependent agencies of the Employer</p> <p>Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request</p>

<b>1.12 Currency and Exchange Rate</b>	Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the EURO equivalent using the rate of exchange determined as follows: Construction turnover or financial data required for each year - Exchange rate on the last day of the respective calendar year will prevail (in which the amount for the respective year has to be converted). Value of single contract - Exchange rate on the date of the contract signing will prevail.
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<b>Preparation of PQ Application</b>	
<b>1.13 Costs</b>	The Applicant shall bear all costs associated with the preparation and submission of its PQ Application, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.
<b>1.14 Language</b>	The Application, as well as all correspondence and documents relating to the PQ Application exchanged by the Applicant and the Employer, shall be written in the English language. Language for translation of supporting documents and printed literature is English language.
<b>1.15 Documents Comprising the PQ Application</b>	<p>The PQ Applications shall consist of the following documents:</p> <ul style="list-style-type: none"> <li>• Form 1 - Letter of Application</li> <li>• Form 2 - Letter of Intent (in case of JV)</li> <li>• Form 3 - Legal Registration Certificate</li> <li>• Form 4 - Power of Attorney</li> <li>• Form 5 - Declaration of Undertaking</li> <li>• Form 6 - Declaration of Litigation</li> <li>• Form 7 - ISO Certificate(s)</li> <li>• Form 8 - Financial Capabilities</li> <li>• Form 9 - Annual Turn Over</li> <li>• Form 10 - Construction Experience Record (General, Specific, Regional)</li> <li>• Form 11 - Personnel Capabilities</li> <li>• Form 12 - Equipment Capabilities</li> </ul> <p>All pages of the PQ Applications shall be stamped and signed by a person duly authorized to sign on behalf of the Applicant. This authorization shall consist of a written confirmation (Form 4).</p> <p>The Standard Forms are provided with this PQ document and must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>Any surplus of information not specific to the material requested will be penalized. Non-compliance with this invitation or faulty information shall lead to non-qualification.</p>
<b>1.16 Clarification of PQ Document</b>	<p>Pre-Application Meeting will not be held.</p> <p>Applicants requesting additional information, or further explanation about the Pre-qualification Documents should write to the Employer. All written correspondence must be received no later than 20 calendar days before deadline of submission. All requests received later than this date will not be taken into consideration. Official responses will be sent to all interested Applicants latest 14 calendar days before submission date.</p> <p>All correspondence exchange between the Applicant and Employer (with his address as shown in Chapter 1.21) shall be in English language.</p>
<b>1.17 Joint Ventures</b>	<p>Applicants may form a joint venture or consortium with other firms and may pre-qualify on that basis.</p> <p>The maximum number of members in the JV shall be three (3).</p> <p>The leader of the Joint Venture should be nominated by delegation letter signed by the JV including all responsibilities and duties throughout the</p>

	<p>bidding and the execution of the Project.</p> <p>In this document, a reference to either "joint venture" or "consortium" applies to both. A Joint Venture that is pre-qualified as such, does not pre-qualify the individual partners as individual pre-qualified Applicants. In the case of a joint venture, each firm must submit individual pre-qualification documents within the joint venture. A joint venture must fully and independently meet the eligibility, history, management personnel and schedule requirements. Replacement of one partner requires approval by KfW and the Employer and the new partner of a joint venture must be as qualified (or better) than the one replaced.</p> <p>Any Applicant cannot be a partner of more than one joint venture and cannot be a subcontractor to pre-qualified Applicants during the bid.</p> <p>Sub-Contracting is allowed up to 25% of the Contract Value.</p>
<p><b>1.18 Changes in Qualifications of Applicants</b></p>	<p>Any change in the structure or formation of an Applicant after being prequalified and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids.</p>
<p><b>1.19 Securities</b></p>	<p>No security needs to be provided with the pre-qualification documents.</p> <p>A pre-qualified Applicant who submits a bid will be required to provide a Bid Security with the bid to serve as surety for the signing of the contract. The amount of the Bid Security will be specified in the Tender Documents.</p> <p>The successful Applicant will be required to furnish an Advance Payment and a Performance Security. The respective amounts will be specified in the Tender Documents.</p>

<b>Submission and Opening of PQ Applications</b>	
<b>1.20 Marking</b>	<p>The Applicant shall enclose his PQ Applications in a sealed package. This package includes one envelope with original and one envelope with copies. The envelope shall clearly be marked “original” respectively “copy”.</p> <p>The package must include a copy of all documents for pre-qualification on a readable CD-ROM or DVD.</p> <p>In case of differences between the original documents and the copy the original version prevails.</p> <p>The package shall be labeled as follows:</p> <ul style="list-style-type: none"> <li>• <i>Name and address of the Applicant</i></li> <li>• <i>Address of the Employer</i></li> <li>• “SEWAGE DISPOSAL IN SW KOSOVO PHASE III - Works Contract 2: WWTP Gjakova - KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2”</li> <li>• “Do not open before official Opening!”</li> </ul>
<b>1.21 Delivery</b>	<p>The Pre-qualification Applications shall be delivered in the number and to the addresses of the Employer as specified below:</p> <ul style="list-style-type: none"> <li>• One (1) original and three (3) copies including one (1) electronic copy (CD) to:                      Regional Water Company Radoniqi (RWCR)                      c/o Arben Prruthi (PIU)                      St. UCK, nr. 07                      5000 Gjakova                      Republic of Kosovo</li> <li>• One (1) electronic copy (CD) to:                      KfW Development Bank                      LEa4 - Municipal Infrastructure South East Europe - Turkey                      Attn.: Ms. Ellen Dullenkopf                      Palmengartenstr. 5 – 9                      60325 Frankfurt                      Germany</li> </ul>
<b>1.22 Deadline for Submission</b>	<p>Pre-qualification documents must be received by the Employer not later than the date and time indicated in the announcement. For timely delivery only the delivery date and time at the Employer is decisive.</p> <p>Applicants shall not have the option of submitting their Applications electronically.</p> <p>Late Applications will remain unopened and will not be returned to the Applicants.</p> <p>The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended</p>
<b>1.23 Late</b>	<p>The Employer shall not consider any Pre-qualification document that</p>

<b>Applications</b>	arrives after the deadline as stated in the Procurement Notice.
<b>1.24 Application Opening</b>	No public opening shall apply. The opening of application documents will be made in a committee especially established for that purpose.

<b>Evaluation of PQ Applications</b>	
<b>1.25 Confidentiality</b>	<p>Information relating to the evaluation process shall not be disclosed to Applicants or any other persons not officially concerned with such process until official information is communicated to all Applicants.</p> <p>Any attempt by Applicants to influence the Employer in the evaluation may result in the rejection of its bid.</p> <p>After opening the prequalification documents until preparation of the short-list of the qualified firms, no communication of any type shall be entertained unless called for by the Employer.</p>
<b>1.26 Evaluation of PQ Applications</b>	<p>The Employer will determine to its satisfaction whether the Applicant meets the qualifying criteria specified in this PQ Document.</p> <p>The pre-qualification information submitted will allow the Employer to determine the eligibility and qualification of the applicants. In submitting pre-qualification data for review, the applicant waives any claim against the Employer that might arise from any decision or action by the Employer.</p> <p>Factors affecting an Applicant's ability to be pre-qualified include company experience, history of completing work on schedule, qualifications of key personnel, availability of required equipment and financial capacity. Applicants meeting the minimum requirements relative to these factors, as indicated in this document, will be eligible for pre-qualification.</p> <p>After having completed the evaluation of the prequalification documents, a short-list consisting of maximum five Applicants (scoring a minimum of 80 points) will be established.</p> <p>Short-listed Applicants may be invited to submit a technical and financial proposal and receive the tender documents; Applicants not pre-qualified will be informed accordingly.</p>
<b>1.27 Clarification of Applications</b>	<p>During the examination, evaluation, and comparison of the PQ Application, the Employer may, at his discretion, ask any Applicant for clarification.</p> <p>Any clarification submitted by an Applicant that is not in response to a request by the Employer shall not be considered.</p> <p>The Employer's request for clarification and the response shall be in writing.</p> <p>If an Applicant does not provide clarifications of its application by the date and time set in the Employer's request for clarification, such clarification will be considered as negative.</p>
<b>1.28 Employer's Right to Accept or to Reject Any or All PQ Applications</b>	<p>The Employer reserves the right to</p> <ul style="list-style-type: none"> <li>• Reject or accept any application;</li> <li>• Annul the pre-qualification process and reject all applications.</li> </ul> <p>The Employer shall neither be liable for any such actions, nor be under any obligation to inform the Applicant on the grounds for them.</p>

## 2 Qualification Criteria and Requirements

### 2.1 General Information

In general, evaluation of the Prequalification Document submitted by the Applicant will be done in two Stages as follows:

- 1<sup>st</sup> Stage and closed session: the Chairman will check at first if the Applicant fulfils all administrative requirements with pass/fail criteria, meaning: if administrative requirements are not fulfilled during the conformity check, the application will be rejected by the Evaluation Committee and will not pass to the second Stage;
- 2<sup>nd</sup> Stage and closed session: after having passed the 1<sup>st</sup> Stage, the Evaluation Committee will evaluate financial and technical requirements as stated below.

To qualify, the Applicants shall pass first stage and shall meet in the second stage the minimum qualifying criteria specified in this Prequalification Document. Information and documents included will be reviewed and evaluated by the Employer.

The Applicants (including members of joint ventures) are expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as required by the Prequalification Document (see attachments).

All Applicants must supply the following information and documents within their application, using only the Forms as presented in Chapter 3 hereinafter and attaching where applicable other relevant documents, like copies of original documents defining the constitution or legal status, place of registration and principal place of business of the Applicants; etc. Applicants who fail to submit any of them may be rejected

### 2.2 Administrative Requirements

The Applicant shall as requirement submit the following documents (Preliminary Pass–Fail Examination of Applications):

- a. Letter of Application (see Form 1)
- b. in case of JV: Letter of Intent (see Form 2)
- c. Legal Registration Certificate (see Form 3)
- d. Power of Attorney (see Form 4)
- e. Declaration of Undertaking (see Form 5)
- a. Declaration of Litigation (see Form 6): the Applicant shall provide accurate information about any litigation or arbitration resulting from contracts completed or on-going under its execution over the last 5 years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.
- f. Copy of valid certification of the latest version of ISO 9001, ISO 18001 and ISO 14001 (see Form 7)

### 2.3 Financial Requirements

- a. The audited balance sheets for the last 5 years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability. In case of JV the Leader and its Partner shall each submit these documents.
- b. The Applicant shall demonstrate by Letter of Bank (Form 8b) that it has access to lines of credit sufficient to meet the construction cash flow requirements estimated as **€ 2 mill. (Two million)** for the subject contract(s) net of the Applicants other commitments. In case of JV the Leader shall demonstrate access to **€ 1.5 mill. (One million five hundred thousand)** and each partner to **€ 0.75 mill. (Seven hundred fifty thousand)**.
- c. Minimum average annual construction turnover of **€ 15 mill. (Fifteen million)**, calculated as total certified payments received for contracts in progress and/or completed within the last 5 years, divided by the number of years stated. In case of JV the minimum shall be **€ 10 mill. (Ten million)** for the JV Leader and **€ 5 mill. (Five million)** for the Partner. Total monetary value of construction works performed for each of the last five years shall be reported.

- d. Authority to seek references from the Applicants' bankers: If deemed necessary, the Employer shall have the authority to make inquiries with the Applicants' bankers.

## 2.4 Technical Requirements

### 2.4.1 General Requirements

Experience under general construction contracts in the role of prime contractor or JV member for at least within the last 5 years: details and evidences of a minimum number of at least 2 contracts for construction of Wastewater Treatment Plant with a capacity of more than 30,000 PE, including supply and installation of sludge (mechanical) treatment that have been satisfactorily and substantially completed (> 65%). Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included.

### 2.4.2 Specific Requirements

Experience under specific construction contracts in the role of prime contractor or JV member for at least within the last 5 years: details and evidences of a minimum number of at least 2 contracts of same nature for construction of Wastewater Treatment Plant that have been satisfactorily and substantially completed (> 65%) must be provided. Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included.

The same nature shall be based on the physical size and as described in Section Scope of Works, i.e. design and construction of complete wastewater treatment plants with a capacity of more than 30,000 PE of either Extended Aeration and/or Trickling Filter Method of Secondary Treatment, including supply and installation of sludge (mechanical) treatment and SCADA system.

### 2.4.3 Regional Requirements

Experience with regional experience under construction contracts in the role of prime contractor or JV member for at least within the last 10 years: details and evidences of a minimum number of at least 2 contracts for construction of Wastewater Treatment Plant in the region with a capacity of more than 30,000 PE, including supply and installation of sludge (mechanical) treatment and SCADA system that have been satisfactorily and substantially completed (> 65%). Evidence(s) / Certificate(s) / Contract Agreement(s) to confirm the execution shall be included.

Regional means: Albania, Bulgaria, Bosnia & Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Turkey, Serbia and Slovenia.

## 2.5 Personnel Requirements

In Form 11 (A) the Applicant shall supply the current personnel structure of the firm. Evaluation will be based on number of total staff (see Chapter 2.7 below)

Also the Applicant shall make provision for suitably qualified personnel to fill certain key positions listed below and as deemed required during contract implementation. In Form 11 (B) the Applicant shall supply information on a prime candidate and on an alternate for each position; both of whom should meet the experience requirements specified below.

The data on their experience should be supplied in separate sheets using one Form 11 (C) for each candidate.

Key position	Total work experience (years in works)	Minimum experience (years in works of comparable complexity)	Minimum experience (years in works of similar nature)
Project Manager and QA/QC - experienced in Overall Contract management of WWTPs and Coordination at Home Office with experience in FIDIC Yellow Book	20	15	10

<b>Key position</b>	<b>Total work experience</b> (years in works)	<b>Minimum experience</b> (years in works of comparable complexity)	<b>Minimum experience</b> (years in works of similar nature)
<b>Construction Chief Engineer</b> (Civil Engineer) experienced in On-site Construction Management and commissioning of WWTPs k	<b>15</b>	<b>10</b>	<b>10</b>
<b>Process Engineer</b> - experience in process design of wastewater treatment	<b>15</b>	<b>10</b>	<b>10</b>
<b>SCADA/Instrumentation Engineer</b> - experience in design and commissioning of SCADA/Instrumentation	<b>15</b>	<b>10</b>	<b>10</b>

Comparable means construction of WWTP / WTP

Similar means construction of WWTP using Biological Treatment

## 2.6 Equipment Capabilities

The Applicant shall demonstrate that he has sufficient equipment for the execution of the project and must indicate whether he is owning or renting such equipment (see Form 12). The Tenderer shall demonstrate in particular that he owns, or he has at least unrestricted access equipment summarized below:

<b>Key Equipment</b>	<b>Minimum number of units</b>
Bulldozer- Front-end Loader	2
Single Drum Compactor	1
Truck (8 t) for earth transport	3
Truck (12 t) for earth transport	3
Truck (16 t) for earth transport	2
(Hydraulic) Excavator	2
Mini-excavator like bobcat for narrow spaces	2
Chassis mounted concrete pump	2
Autocrane	1
Concrete mixer	4

## 2.7 Prequalification Process

The individual weight and specific evaluation criteria are presented below and in the following table:

Financial Requirements                      40 points and to pass minimum of 32 points

Technical Capabilities                        60 points and to pass minimum of 48 points

KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2  
 Plant and Design-Build of WWTP Gjakova

Legal, financial and technical evaluation		Compliance Requirement				Application Form	Points	Evaluation
		Single Applicant	JV all partners combined	JV each Member (max 3)	JV Leader only			
<b>1</b>	<b>Administrative Requirements</b>						<b>P/F</b>	P: Pass F: Fail
1.1	Letter of Application	Yes/No	Yes/No	Yes/No	N/A	Form 1	P/F	P: Pass F: Fail
1.2	Letter of Intent	N/A	Yes/No	N/A	N/A	Form 2	P/F	P: Pass (in case of JV) F: Fail (in case of JV)
1.3	Legal Registration Certificate	Yes/No	Yes/No	Yes/No	N/A	Form 3 & Registration Certificate	P/F	P: Pass F: Fail
1.4	Power of Attorney	Yes/No	Yes/No	Yes/No	N/A	Form 4	P/F	P: Pass F: Fail
1.5	Declaration of Undertaking	Yes/No	Yes/No	Yes/No	N/A	Form 5	P/F	P: Pass F: Fail
1.6	Declaration of Litigation	Yes/No	Yes/No	Yes/No	N/A	Form 6	P/F	P: Pass F: Fail
1.7	Copy of valid certification of the latest version of ISO 9001, ISO 18001, ISO 14001	Yes/No	N/A	N/A	Yes/No	Form 7	P/F	P: Pass F: Fail
<b>2</b>	<b>Financial Requirements</b>						<b>40</b>	Pass: min 32 Points Fails: < 32 Points
2.1	The audited balance sheets or for the last 5 years.	A	N/A	A	N/A	Form 8 and Annex	10	0: No Form submitted 1- 10: Forms submitted and for each year positive 2 point 5: Average > 0
2.2	Access to, or has available lines of credit	A with requirements > 2 Mio EUR	A with requirements > 2 Mio EUR	A with requirements > 30% (0,75 Mio EUR)	A with requirements > 65% (1,50 Mio EUR)	Form 8	10	0: No Form submitted 5: Form only submitted and requirement fulfilled 10: Credit Line (Statement by Bank submitted) and requirement fulfilled
2.3	Minimum average annual turnover within the last 5 years, divided by the number of years stated.	A with requirements > 15 Mio EUR each year	A with requirements > 15 Mio EUR each year	A with requirements > 30% (5 Mio EUR) each year	A with requirements > 65% (10 Mio EUR) each year	Form 9	20	0: No Form submitted 4- 20: Form submitted and 4 points for each year requirement fulfilled
<b>3</b>	<b>Technical Requirements</b>						<b>60</b>	Pass: min 48 Points Fails: < 48 Points
3.1	General Construction Experience as a prime contractor or joint venture member for WWTP > 30.000 PE incl. Digestion within the last 5 years	A with requirements at least 2 contracts	A with requirements at least 2 contracts	N/A	N/A	Form 10	6	0: No Form submitted 3: Form only submitted and requirement fulfilled 6: Form submitted with Certificates (@ 3 points each)
3.2	Specific Construction Experience - similar contracts that have been satisfactorily and substantially completed as a prime contractor or joint venture member within the last 5 years	A with requirements at least 2 contracts	A with requirements at least 2 contracts	N/A	N/A	Form 10	20	0: No specific contract 10- 20: For each specific contract @ 10 points for each Certificate
3.3	Regional Construction Experience as a prime contractor or joint venture member for WWTP > 30.000 PE within the last 10 years	A with requirements at least 2 contracts	A with requirements at least 2 contracts	N/A	N/A	Form 10	20	0: No regional contract 10- 20: For each regional contract @ 10 points for each Certificate
3.4	Personnel						4	
3.4.1	Number of Staff	A	N/A	N/A	A	Form 11 (A)	4	No Form submitted - 0 250 and above - 100%, 180 -249 - 80% 120 -179 - 50 % Below 120 - 30%
3.5	Availability of experienced staff:						8	
3.5.1	Project Manager (Home Office)	A	A	N/A	N/A	Form 11 (C)	2	0: No Form submitted 2: Form submitted and 0.5 - 1 points for each criteria fulfilled
3.5.2	Construction Manager (Field Office)	A	A	N/A	N/A	Form 11 (C)	2	0: No Form submitted 2: Form submitted and 0.5 - 1 points for each criteria fulfilled
3.5.3	Process Engineer	A	A	N/A	N/A	Form 11 (C)	2	0: No Form submitted 2: Form submitted and 0.5 - 1 points for each criteria fulfilled
3.5.4	SCADA Engineer	A	A	N/A	N/A	Form 11 (C)	2	0: No Form submitted 2: Form submitted and 0.5 - 1 points for each criteria fulfilled
3.6	Availability of Equipment in sufficient quantity	A	A	N/A	N/A	Form 12	2	0: No Form submitted 0: Form submitted but requirement not sufficient 2: Form submitted and requirement sufficient
A: Applicable; N/A: Not Applicable						Result	<b>100</b>	Pass: > 80 Points Fail: < 80 Points

### **3 Application Forms for Pre-Qualification**

Form 1 - Letter of Application

Form 2 - Letter of Intent (in case of JV)

Form 3 - Legal Registration Certificate

Form 4 - Power of Attorney

Form 5 - Declaration of Undertaking

Form 6 - Declaration of Litigation

Form 7 - ISO Certificate(s)

Form 8 - Financial Capabilities

Form 9 - Annual Turn Over

Form 10 - Construction Experience Record (General, Specific, Regional)

Form 11 - Personnel Capabilities

Form 12 - Equipment Capabilities

**FORM 1**

**LETTER OF APPLICATION**

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

To: Date: .....  
 Regional Water Company Radoniqi (RWCR)  
 St. UCK, nr. 07  
 5000 Gjakova  
 Kosovo

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova

Being duly authorized to represent and act on behalf of .....(herein after referred to as “the Applicants”), and having reviewed and fully understood all of the project requirements and information provided, the undersigned hereby applies for qualification to bid on the above contract.

Attached to this letter are copies of original documents defining<sup>1</sup>:

- (a) The Applicant’s legal status;
- (b) The principal place of business; and
- (c) The place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicants.

Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>:

<b>General and managerial inquiries</b>	
Contact Name	Address and communication facilities
<b>Personnel inquiries</b>	
Contact Name	Address and communication facilities
<b>Technical inquiries</b>	
Contact Name	Address and communication facilities
<b>Financial inquiries</b>	
Contact Name	Address and communication facilities

This application is made with the full understanding that:

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<sup>1</sup> For applications by Joint Ventures, all the information requested in the qualification documents is to be provided for the Joint Venture, if it already exists, and for each party to the Joint Venture separately. The lead partner should be clearly identified. Each partner in the Joint Venture shall sign the letter.

<sup>2</sup> Applications by Joint Ventures should provide on separate sheet equivalent information for each party to the application.

(a) Bids by Applicants will be subject to verification of all information submitted for qualification; (b) Your Agency reserves the right to reject or accept any application, cancel the bidding process, and reject all applications and shall not be liable for any such actions.

Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the Joint Venture or Association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

We confirm that the bid, as well as any resulting contract, will be (a) signed so as to legally bind all partners, jointly and severally; and (b) submitted with a JV agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed and stamped	Signed and stamped
Name	Name
For and on behalf of (name of Applicants or lead partner of a Joint Venture)	For and on behalf of (name of partner)

Please attach to this Letter: Power of Attorney to Sign all EOI Documents



**FORM 3**

**LEGAL REGISTRATION CERTIFICATE**

*[All individual firms and each partner of a Joint Venture applying for the project are requested to complete the information in this form. Nationality information should be provided for all owners or Applicants that are partnerships or individually owned firms. Copies of original documents defining the constitution or legal status, place of registration, and principal place of business of the Applicants.]*

<b>Applicant Information</b>	
Applicant's legal name	
In case of a JV, the legal name and of each member *	
Applicant's country of registration:	
Applicant's year of registration:	
Applicant's legal address in country of registration	
Applicant's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<b>1. Attached are copies of the following original documents:</b> <input type="checkbox"/> Articles of incorporation and/or documents of registration of the legal entity named above. <input type="checkbox"/> Authorization to represent the firm or JV named in above. <input type="checkbox"/> In case of a government-owned entity, any additional documents not covered Point 1 above.	
<b>2. Attached are:</b> <input type="checkbox"/> organizational chart <input type="checkbox"/> a list of Board of Directors, <input type="checkbox"/> beneficial ownership	

**FORM 4**  
**POWER OF ATTORNEY**  
**TO WHOM IT MAY**  
**CONCERN**

We hereby authorise

.....  
*[full name of authorised signatory]*

holder of ..... Passport No. ....  
*[nationality]*

in his capacity as ..... *[position within Applicant company]* to legally act on behalf of our company in ..... and in all matters connected with the Pre-Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova as the company's official representative concerning the following matters:

- to represent our company officially before Regional Water Company Radoniqi (RWCR)
- to represent our company in all legal matters including signing on behalf of our company all legal documents, statements and all correspondence related to this the Pre-Prequalification.

This Power of Attorney shall be valid until..... 2016

.....  
*[name of company]*

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*[signature of first Principal of company]*  
*[name]*  
*[title]*

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*[signature of second Principal of company]*  
*[name]*  
*[title]*

Dated this ..... day of ..... 2016

**FORM 5**

**DECLARATION OF UNDERTAKING**

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept 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 declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines<sup>3</sup>.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

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 Kosovo.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Place, date

Applicant's Signature

.....

.....

---

<sup>3</sup> See "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"

**FORM 6**

**DECLARATION OF LITIGATION**

*This form has to be prepared by the applicant, respectively by each partner of a Joint Venture/Consortium.*

*[Letterhead paper of the Applicant and separately his JV partner(s) if any, including full postal address, and telephone, facsimile and email address]*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name:.....

Pending Litigation			
<input type="checkbox"/> <b>No pending litigation</b> <input type="checkbox"/> <b>Pending litigation as indicated below</b>			
Year	Matter in Dispute	Value of Pending Claim in EURO Equivalent	Value of Pending Claim as a Percentage of Net Worth

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 7**

**ISO 9001-, ISO 18001 & ISO 14001- CERTIFICATES**

*[A copy of the Certificate(s) shall be submitted by the Applicant and in the case of a JV Applicant, each Member]*

**FORM 8a**  
**FINANCIAL CAPABILITIES**

<b>Name of Applicants or Partner of a Joint Venture</b>

Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated in the Instruction to Applicants. Each Applicants or partner of a Joint Venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

Autonomous construction subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

Banker	Name of Banker
	Address of Banker
	Telephone No. :
	Fax No.:
Contact Name and Title	

Summarize actual assets and liabilities in Euro (€) equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years.

Financial Information in EURO Equivalent	Actual: Previous Five Years				
	Year 2011	Year 2012	Year 2013	Year 2014	Year 2015
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profit before tax					

**Attached are copies of the following original documents:**

Audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes—for the last five years (for the individual Applicants or each partner of a Joint Venture).

If audits are not required by the laws of Applicants countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns.

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as **€ 2 mill. (Two million)**

<b>Source of Financing</b>	<b>Amount (EURO Equivalent)</b>
1.	
2.	
3.	
4.	
<b>Attached are copies of the following original documents:</b>	
<input type="checkbox"/> Confirmations/Letter from banks or other credit institutes stating the Applicant's credit line	

**FORM 8b**  
**CREDIT LINE**

*[Letterhead paper of the Bank/Credit Institute including full postal address, and telephone, facsimile and email address]*

To:

Date: .....

Regional Water Company Radoniqi (RWCR)  
St. UCK, nr. 07  
5000 Gjakova  
Kosovo

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova

We.....[name of Bank] certify that .....[name of Tenderer] is one of our Clients and we are willing to provide the company with credit facilities up to .....(in words: .....) [Indicate total amount in EUR] only and as follows [in case of different branches by the same Bank].

This certificate has been given to the company upon their request without any responsibility on our part or any of our staff.

[Banks Name]

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 9**

**ANNUAL TURN OVER**

*This form has to be prepared by the applicant, respectively by each partner of a Joint Venture/Consortium.*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name:.....

Annual Turnover Data for the Last 5 Years			
Year	Amount Currency	Exchange Rate	EURO Equivalent
2011			
2012			
2013			
2014			
2015			
<b>Average Annual Turnover</b>			

The information supplied should be the annual turnover of the Applicant or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to EURO at the rate of exchange at the end of the period reported.

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 10**

**CONSTRUCTION EXPERIENCE RECORD**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

*[Identify contracts that demonstrate continuous construction work over the past five years pursuant to Section Qualification Criteria and Requirements. List contracts chronologically, according to their commencement (starting) dates.]*

Prequalification: KFW/BMZ 2013 65 501/GJAKOVA/PH-III/WC-2, WWTP Gjakova

Applicant's Legal Name: .....

JV Partner's Legal Name:.....

<b>Construction Experience</b>				
<b>Starting Month</b>	<b>Ending Month</b>	<b>Prime Contractor or Member of JV</b>	<b>Contract Identification and Name</b>	
			<b>Country</b>	<b>Contract Value [EUR]</b>
<b>Year</b>	<b>Year</b>		<b>Name and Address of Employer incl. e-mail</b>	
			<b>Method / Technology</b>	
			<b>Physical Size in PE</b>	
			<b>Brief Description of the Works Executed by the Applicant</b>	
<b>General:</b>				
<b>Specific:</b>				
<b>Regional:</b>				

**Note: The “Employers Certificates” for each reference presented is to be provided; otherwise the respective reference will not be considered during evaluation.**

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 11 (A)**

**GENERAL PERSONNEL CAPABILITIES**

*[For information purpose, the Applicant shall supply general information on the current permanent personnel structure as well as include Organization Chart of the firm]*

<b>Name of Applicants or Partner of a Joint Venture</b>

Position	Applicant or JV member Nos.	Applicant or JV member Nos.
<b>a) Directors and management</b>		
<b>b) Administrative staff</b>		
<b>c) Technical staff</b>		
- Engineers incl. Site Engineers		
- Topographical Surveyors		
- Foremen		
- Technicians		
- Machine operators		
- Other skilled staff incl. CAD Operators		
- Laborers and unskilled staff		
<b>Total</b>		
	<b>Attached:</b> <input type="checkbox"/> Organization Chart	<b>Attached:</b> <input type="checkbox"/> Organization Chart

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 11 (B)**

**PERSONNEL CAPABILITIES FOR KEY STAFF**

*[The Applicant should provide the names of at least two candidates qualified to meet the specified requirements stated for each position pursuant to Chapter 2.5 (Qualification Criteria in Personnel Requirements). The data on their experience should be supplied in separate sheets using one Form 11 (C) for each candidate.]*

<b>Name of Applicants or Partner of a Joint Venture</b>

1.	Title of position:
	Name of prime candidate
	Name of alternate candidate
2	Title of position:
	Name of prime candidate
	Name of alternate candidate
3	Title of position:
	Name of prime candidate
	Name of alternate candidate
4	Title of position:
	Name of prime candidate
	Name of alternate candidate

**FORM 11 (C)**

**KEY STAFF CANDIDATE SUMMARY**

*[Applicants should demonstrate how each of the candidates listed in Form 11 (B) are qualified to meet the specified requirements stated for each position pursuant to Chapter 2.5 (Qualification Criteria in Personnel Requirements). One form should be filled out for each prime and alternative candidate proposed]*

<b>Name of Applicants or Partner of a Joint Venture</b>

Position	Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate Information	Name of Candidate	Date of Birth
	Professional qualifications	
Present Employment	Name of Employer	
	Address of Employer	
	Telephone	Contact
	Fax	Telex
	Job title of candidate	Years with present employer

*[Summarize professional experience over the last ten years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.]*

From	To	Company/Project/Position/Relevant technical and management experience

Use more boxes as appropriate

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM 12**

**EQUIPMENT CAPABILITIES**

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

The Applicants shall provide adequate information about the available equipment to demonstrate clearly that it has the capability to construct the project within the specified duration or equipment proposed and available for the implementation of the contract.

DESCRIPTION (Type/Make/Model)	Power/ Capacity	No. of Units	Age (years)	Owned (O) or hired(H)/	Current Location
<b>A) CONSTRUCTION EQUIPMENT</b>					
Chassis mounted concrete pumps					
Concrete mixers					
Autocrane					
Bulldozer- Front- end Loader					
(Hydraulic) Excavator					
Mini-excavator					
...					
<b>B) VEHICLES AND TRUCKS</b>					
Truck (8 t)					
Truck (12 t)					
Truck (16 t)					
...					
<b>C) OTHER EQUIPMENT</b>					
Single Drum Compactor					
...					

Authorized and binding signature: \_\_\_\_\_

Name and function of the signatory: \_\_\_\_\_

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_