

**THE KINGDOM OF SAUDI ARABIA  
SALINE WATER CONVERSION CORPORATION  
CRITERIA OF QUESTIONNAIRE  
FOR  
SUBCONTRACTORS FOR SPECIALIZED WORKS**

**IMPORTANT**

**NO SUBCONTRACTOR WILL BE PREQUALIFIED UNLESS IT HAS FULLY  
ANSWERED THIS QUESTIONNAIRE AS INSTRUCTED**

**SWCC HEAD OFFICE  
PREQUALIFICATION DEPARTMENT  
OLAYA  
P.O. BOX 5968, RIYADH 11432  
TELEPHONE 011- 463 1111  
FAX 011- 462 3709  
SAUDI ARABIA  
WEB SITE: [www.swcc.gov.sa](http://www.swcc.gov.sa)**

## **CRITERIA FOR SELECTION OF SUBCONTRACTORS FOR SPECIALIZED WORKS**

The approval of this applicant shall not relieve the main contractor/s from assigning not less than 30% of the total value of the contract to (100%) Saudi contractor/s.

### **GENERAL RULES:**

#### **ARTICLE 01 : ASSIGNMENT AND TRANSFER**

The contractor shall not be entitled to transfer to a third party under any circumstances whatever all the works subject of this contract, nor shall they transfer part of the works to a subcontractor without obtaining prior written consent of the SWCC (corporation). This appendix describes the procedures and criteria to be followed to obtain such consent of the SWCC.

#### **ARTICLE 02 : SUBCONTRACTORS FOR SPECIALIZED WORKS**

The contractor is required to comply with the following criteria in selecting firms for subcontracting parts of work which fall within the scope of this contract.

- I. The firm to which the contractor intends to subcontract or sub-subcontract must be a registered firm for carrying out the type of work to be subcontracted to them.
- II. The firm must have been actively engaged in executing contracts for at least ten years from the date of first contract signed by the firm for the required type of works.
- III. The firm must have satisfactorily completed at least two contracts of equal or larger value for the required type of works during the last five years.
- IV. The firm must submit performance certificates from at least two of its clients (owners) for satisfactory completing the contracts mentioned under clause (III) above
- V. The contractor must submit to the SWCC with the application for approval written confirmation that the subcontractor will have services available whenever required by the SWCC, for further details please refer to the declaration included in the questionnaire.
- VI. The application for prequalification approval must contain written confirmation and understanding by the subcontractor for the following services at the prevailing current prices and reasonable delivery time (as detailed in the declaration);
  - (a) Providing necessary experts for solving any maintenance / operation problem within 14 days of notification.
  - (b) Providing any other services which may be required for the operation and performance of the required type of work
- VII. The application for prequalification approval must contain a declaration by the subcontractor that they will deal and cooperate directly with the SWCC if so requested by the SWCC.
- VIII. It is clearly understood that any violation or falsification of information for above items (I) to (VII) will automatically disqualify the firm as a prospective subcontractor for any project of the SWCC.

#### **THE FOLLOWING PROCEDURE SHALL BE OBSERVED IN ORDER TO OBTAIN THE REQUIRED PREQUALIFICATION APPROVAL FROM THE SWCC**

1. The contractor is required to obtain prequalification approval from the SWCC of their proposed subcontractors before engaging them.
2. Enclosed herewith a copy of the questionnaire "subcontractors for specialized works" for collecting qualification data of the proposed subcontractors. Duly filled - in questionnaires are to be submitted by the contractor for each of their subcontractors.
3. The original of the filled in questionnaire is to be submitted to the SWCC and a true copy there of to the consulting engineer for their evaluation of the proposed subcontractor and recommendation to the SWCC.
4. It is the responsibility of the contractor to comply with the criteria for subcontractors and to submit duly completed questionnaires for qualification of subcontractors at such time as to avoid delay in their works.
5. The subcontractor may also submit their printed literature, in English and Arabic for better introduction of their firm, its past achievements and present capabilities.
6. The SWCC approval of subcontractors shall neither absolve the contractor of their contractual obligations nor waive off the specified technical requirements.

**THE KINGDOM OF SAUDI ARABIA**  
**SALINE WATER CONVERSION CORPORATION**  
**QUESTIONNAIRE FOR SUBCONTRACTORS FOR SPECIALIZED WORKS**

This application will not be considered unless all questions are fully answered and all requested enclosures and declarations are made

- A.**
- A-1 Name of project : .....
- A-2 Reference No. and name of contract : .....
- A-3 Name of contractor : .....
- A-4 Total value of contract (in us \$) : .....

- B.**
- B-1 (a) Work to be subcontracted : .....
- (b) Actual / detailed scope of work to be subcontracted : .....
- B-2 Time for commencement of work : .....
- B-3 Estimated duration for completion of work : .....
- B-4 Estimated cost of work (in us \$) : .....
- B-5 % Value of (b-1) as of % of (a-4) : .....

- C.**
- C-1 Name of subcontractor : ..... Nationality: .....
- C-2 Date and place of firm registration : .....
- (Enclose the copies of following certificates) :  
 Valid commercial registration certificate  
 Valid classification certificate, if any  
 Valid chamber of commerce certificate  
 Valid zakat payment certificate, if any
- C-3 Type of firm : .....
- C-4 Address :

LOCATION	PRINCIPAL CONTACT	POSITION	P.O BOX	CITY	COUNTRY	FAX	TELEX	E. MAIL	PHONE
Inside Saudi Arabia									
Outside Saudi Arabia									

C-5 Furnish following information on firm's ownership / jointly owned by saudi and foreign partners

SL. NO.	NAME	NATIONALITY	% SHARE	DATE OF ACQUIRING OWNERSHIP
1				
2				
3				
4				

- C-6 Firm's associated / affiliated company : Name : .....
- : Address : .....
- : Specialized field : .....
- C-7 Firm's holding company : Name : .....
- : Address : .....

**D.**

- D-1 Date subcontractor signed their first contract for the type of work noted (under b-1) above : .....
- D-2 Items of work for which subcontractor will engage sub-subcontractors for completing the work noted (under b-1) above : .....
- D-3 Total experience of the firm (subcontractor) in the type of work noted (under b-1) above : ..... Years
- D-4 Enclose chronologically arranged reference list of similar works executed by the firm (subcontractor) during last ten years, indicating:
  - (a) Project name : .....
  - (b) Location : .....
  - (c) Owner : .....
  - (d) Date work commenced : .....
  - (e) Schedule date of work completion : .....
  - (f) Actual date work completed : .....
  - (g) Value of work done by firm : .....
  - (h) Firm status (main or sub) : .....
  - (i) Actual scope of work done by firm : .....
  - (j) Scope of contract : .....
- D-5 Enclose at least two performance certificates issued by the clients for satisfactory completion of equal or larger value of works executed in the last five years for the type of work noted (under b-1) above.

**E.** All value to be in us \$.

E-1 indicate the value of work done by the subcontractor during last five years: .....

TYPE OF WORK	199	199	199		
Value of the type of work (noted b-1) above					
Total value of other works					

- E-2 Total value of contracts presently in hand of subcontractor : .....
- E-3 Present financial position of subcontractor.
  - (a) Authorized capital : .....
  - (b) Paid up capital : .....
  - (c) Invested capital : .....
  - (d) Net current assets : .....
  - (e) Net cash assets : .....
  - (f) Current liabilities : .....
  - (g) Total liabilities : .....
  - (h) Net profit / loss at close of last financial year : .....
  - (i) Net value of equipment & machinery: inside Saudi Arabia : .....
  - Outside Saudi Arabia : .....
- E-4 Enclose bank certificate on subcontractor's financial position.

**DOCUMENTS REQUIRED:**

- Ref. Clause d-4 - detailed reference list of experience for the last ten years.
  - Ref. Clause d-5 - two performance certificates issued by owners.
  - Ref. Clause c-3 - valid commercial registration, classification, chamber of commerce & zakat payment certificates. (if applicable)
  - Each page of filled in questionnaire is to be signed and stamped by subcontractor.
  - Top executives of contractor and subcontractor to sign and stamp the declaration.
- F. Enclose the list of major machinery & equipment appropriate for the work to be subcontracted & owned by the subcontractor.
- G. Furnish following information on present staff position of subcontractor (excluding temporary & part time employees):

SL. NO.	STAFF CATEGORY	Experience less than 5 years	Experience 5 - 10 years	Experience more than 10 years	Total strength
A	<b>ADMINISTRATIVE:</b> Management cadre staff Ministerial cadre	.....	.....	.....	.....
		.....	.....	.....	.....
B	<b>ENGINEERS: (Minimum bachelor degree)</b> Architectural Civil Mechanical Electrical Instrumentation ..... ..... .....	.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
C	<b>QUALIFIED TECHNICAL STAFF:</b> Technical supervisors Technicians Draft man ..... ..... .....	.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
D	<b>OTHERS:</b> ..... ..... .....	.....	.....	.....	.....
		.....	.....	.....	.....
		.....	.....	.....	.....
	<b>TOTAL:</b>	.....	.....	.....	.....

**DECLARATION**

In full accordance with the criteria for selection of subcontractors item ‘V’ we, ----- (the **main contractor or consortium leader**) for the project of ----- hereby declare and confirm That ----- as the **subcontractor** for specialized work as stated in this application will have services available for the said specialized work.

In full accordance with the criteria for selection of subcontractors items ‘V’ ‘VII’ and ‘VIII’ we, ----- as the proposed **subcontractor** for specialized work as stated in this application to the **main contractor** -----

**IF APPLICABLE:**

We ----- as the proposed **sub-subcontractor** for ----- work for the above-mentioned **subcontractor** -----

**HEREBY DECLARE AND CONFIRM THE FOLLOWING:**

- Item No. 1 We will provide necessary experts for solving any maintenance / operation problem, associated with our scope of work within (14) days of notification of request by the SWCC for experts.
- Item No. 2 We will provide any other service, which may be required for the operation and performance of our scope of work.
- Item No. 3 We will deal and co-operate directly with the SWCC if so requested by the SWCC.
- Item No. 4 Any service, which will be required to provide at the prevailing current prices and reasonable delivery time.

**THE INFORMATION AND DOCUMENTS FURNISHED IN ANSWERING THIS QUESTIONNAIRE ARE TRUE AND CORRECT.**

	<b><u>MAIN CONTRACTOR</u></b>	<b><u>SUBCONTRACTOR</u></b>	<b><u>SUB - SUBCONTRACTOR</u></b>
<b>SIGNATURE</b>	-----	-----	-----
<b>NAME</b>	-----	-----	-----
<b>TITLE</b>	-----	-----	-----
<b>DATE</b>	-----	-----	-----
<b>OFFICIAL SEAL</b>	-----	-----	-----

**SUMMARY / DETAILS SHEET FOR SUB - SUBCONTRACTOR**

**PROJECT:** .....

1. Name of subcontractor : ..... work to be subcontracted .....
2. Name of sub-subcontractor : ..... nationality ..... date and place of firm registration .....
3. Work to be sub-subcontracted: ..... estimated cost of sub-subcontractor's work (in us \$) ..... % value of (3) as of (b-1) above .....
4. Experience related to type of work noted in No. (3) Above : ..... years
5. Sub - subcontractor's address:

PRINCIPAL CONTACT	POSITION	P.O BOX	CITY	COUNTRY	FAX	TELEX	E. MAIL	PHONE

(If more than one sub - subcontractor use separate sheet for each)

**DOCUMENTS REQUIRED FOR SUB-SUBCONTRACTORS:**

- Reference list of last ten years, for the type of work noted in no. (3) Above.
- Performance certificates issued by owners for satisfactory completion for the type of work noted in no. (3) Above.
- Valid copies of commercial registration, classification, zakat payment & chamber of commerce certificates & ministerial degree / license (if applicable).
- Declaration and summary/details sheet duly signed & stamped by main contractor, subcontractor & sub-subcontractor.

	<b><u>MAIN CONTRACTOR</u></b>	<b><u>SUBCONTRACTOR</u></b>	<b><u>SUB - SUBCONTRACTOR</u></b>
<b>SIGNATURE</b>	.....	.....	.....
<b>NAME</b>	.....	.....	.....
<b>TITLE</b>	.....	.....	.....
<b>DATE</b>	.....	.....	.....
<b>OFFICIAL SEAL</b>	.....	.....	.....