



هيئة كهرباء ومياه الشارقة

Sharjah Electricity & Water Authority

# The Contractor's Prequalification Questionnaire

This document is the official property of Sharjah Electricity and Water Authority

Edition: 1/2017

## GUIDELINES TO CONTRACTORS FOR THE SUBMISSION OF PREQUALIFICATION DOCUMENTS

This document is considered by the Company to be a very important one for evaluating suitability of an organization as:

**“Main Electrical Contractor”** specialized in;

- Cable Supply, Laying, Testing and Commissioning.
- Supply, Installation, Testing and Commissioning of LV Capacitor Bank.
- Design, Supply, Installation, Testing and Commissioning of Transformers.
- Manufacture and Supply of Cable Accessories.
- Switchgear Vendor

**“Main Civil Contractor”** specialized in;

- Sub-Stations, Commercial and Industrial Buildings, Warehouses, Storage Tank Foundations.
- Temporary and Permanent Roads.
- Boundary Walls and Chain Link fence.
- Supply, Laying, Testing, Flushing, Sterilization and Connection of Water Network pipelines.
- Supply, Laying, Testing and Connection of Gas Network Pipelines.

**“Main Mechanical Contractor”** specialized in;

- Sub-Stations, Commercial and Industrial Buildings, Warehouses, Storage Air Condition System.
- Supply, Installation, Testing and Commissioning of Fire protection System.
- Services for Heavy Equipment's and Scaffoldings

**“Other Contractor”** specialized in;

Water Bore Wells, MSF Plant, RO Plant and Treatment Plant.

Miscellaneous Items

Hence you are requested to follow these guidelines for completing the Questionnaire:

1. This Registration document shall be submitted with an introductory letter providing a brief profile of the Company’s organization and main activities.

2. The Trade License, Chamber of Commerce any other registered license must be attached with this document.

3. All information shall preferably be typewritten and should be supported with appropriate documentation. This information is required to be updated by you every year by submitting a fresh Pre-qualification Questionnaire.

4. Please attach additional sheets if the space provided for any information is insufficient. Write your Company’s ‘Short’ Name on each additional sheet, marking it with a reference number which should be entered in the Check List. Please ensure to enclose copies of the latest commercial licenses.

5. Every year copies of all renewed licenses and certificates should be sent to us, without which your registration shall stand automatically cancelled or suspended.

8. All correspondence shall be addressed to:

**SHARJAH ELECTRICITY AND WATER AUTHORITY  
REGISTRATION SECTION  
BEHIND SHARJAH CO-OPERATIVE SOCIETY  
HALWAN, SHARJAH  
UNITED ARAB EMIRATES  
P.O.BOX 1374**

9. In case of difficulty in filling up the Questionnaire, please contact us through email as below:-

supplier.relations@sewa.gov.ae

10. There are 7 Sections to this Questionnaire, as under:

Section 1: General Information

- Section 2: Financial Information  
Section 3: Technical Profile  
Section 4: Organization & Quality Assurance  
Section 5: Health & Safety  
Section 6: Experiences & Company Resources  
Section 7: Company Declaration

### **IMPORTANT NOTES**

1. The completed documents are to be hand delivered to the below address:-

**SHARJAH ELECTRICITY AND WATER AUTHORITY  
REGISTRATION SECTION  
BEHIND SHARJAH CO-OPERATIVE SOCIETY  
HALWAN, SHARJAH  
UNITED ARAB EMIRATES  
P.O.BOX 1374**

2. Prequalification documents sent through mail will not be accepted.
3. Contractors are to ensure that the documents are complete in all respects.
4. Incomplete submissions will be rejected, and SEWA will not be responsible for such submissions.
5. Documents submission time is from 8:30 AM to 1:00PM on all days, except on Friday and Saturday.

**CHECK LIST (To be attached with the main document)**

- The below checklist must be attached to the main document when submitting:  
SEWA Registration Number (in case of existing contractors):

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Organization Chart	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Trade License	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Membership Registration Certificate Chamber of Commerce	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Industrial License or Certifications ( if any )	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Company Profile	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Letter of Intent	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Letter from the Bank indicating the eligibility to prequalify with Sharjah Electricity and Water Authority	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Power of Attorney / Authorization	Yes <input type="checkbox"/> NO <input type="checkbox"/>
HSE Manual	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Technical Profile	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Quality Manual	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Balance Sheet ( last 3 years – audited)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Performance certificate from past clients	Yes <input type="checkbox"/> NO <input type="checkbox"/>
ISO/OHSAS Certificates	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Key References – Client List with complete contact details	Yes <input type="checkbox"/> NO <input type="checkbox"/>
CV & Academic Certificates of 5 key personnel's	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Agency Agreements (if any)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Approval from other Emirates	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Passport copy of the owner of the Trade License and any other partners.	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Certificates / Achievements/ Awards if any.	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Projects Profile	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Name and address of External Auditors	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Purchase Policy (use separate sheet)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Tools and Equipment List (attach a list of all your tools and equipment's with pictures and S/no's with full specifications)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
List of Vehicles registered with your company (as per Vehicle Reg. Dpt.)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Manpower Details (as per MOL List)	Yes <input type="checkbox"/> NO <input type="checkbox"/>
List of Total Fixed Assets	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Lease Agreement of warehouse and office	Yes <input type="checkbox"/> NO <input type="checkbox"/>
HR Policies and Procedures	Yes <input type="checkbox"/> NO <input type="checkbox"/>
Memorandum of Association	Yes <input type="checkbox"/> NO <input type="checkbox"/>

\_\_\_\_\_  
(Authorized Signature and Stamp)

## **Instructions to Applicants**

- 1) Kindly complete all the documents before 07 working days from the date of collection of the documents from the below location:-

**SHARJAH ELECTRICITY AND WATER AUTHORITY  
REGISTRATION SECTION  
BEHIND SHARJAH CO-OPERATIVE SOCIETY  
HALWAN, SHARJAH  
UNITED ARAB EMIRATES  
P.O.BOX 1374**

- 2) Please follow the below instructions to submit the pre-qualification documents:-
- (a) All the applications must be submitted in one BOX completely sealed and closed.
- (b) Packet 1 should contain all the Financial Information, completely sealed and closed. All the attachments must be in a box file labelled as below:-  
*FINANCIAL INFORMATION*  
*PREQUALIFICATION DOCUMENT - SEWA/CT/PQD/F/17/001*
- (c) Packet 2 should contain all the Technical Attachments. This should be in a box file, labelled as below:-  
*TECHNICAL INFORMATION*  
*PREQUALIFICATION DOCUMENT - SEWA/CT/PQD/T/17/001*
- (d) Packet 3 should contain the Prequalification Questionnaire. This should be in a box file, labelled as below:-  
*PRE-QUALIFICATION QUESTIONNAIRE*  
*PREQUALIFICATION DOCUMENT - SEWA/CT/PQD/Q/17/001*
- (e) All the attachments must be properly number with the Section Number and the Point Number and must be in a separate box file. Each attachment must also be duly stamped on the right side corner bottom.
- (f) The Completed Checklist must be fixed on top of the main box which includes the three (3) packets with the signature and authorized signature from the supplier.
- (g) The Box consisting the Pre-Qualification Documents must be marked on the top as below:-

*PRE-QUALIFICATION DOCUMENTS*  
*PREQUALIFICATION DOCUMENT - SEWA/CT/PQD/17/001*

**No other marks or any reference thereto should be printed outside the envelope.**

- 3) A covering letter stating the submission of the Documents and the brief about the company must be in a separate envelope which must be addressed to the :-

**The Hon.Chairman  
Sharjah Electricity and Water Authority**

# **SECTION - 1**

## **GENERAL INFORMATION**

### **Sub Sections:-**

- 1.1 Company Information**
- 1.2 Ownership & Authorization**
- 1.3 Certificates and Licenses**
- 1.4 Agency Agreements**

## 1.1 COMPANY INFORMATION

Full Name of the Company (in English and Arabic)				
Short Name /Alias ( if any)				
Date Established				
Incorporated In				
<input type="checkbox"/> U.A.E				
<input type="checkbox"/> GCC Country		Please Specify _____		
<input type="checkbox"/> Other Country		Please Specify _____		
Registered Address				
Area				
Street				
Emirate/District				
P.O Box /ZIP				
Telephone				
Fax				
Email 1				
Email 2				
Website				
Location Map (Attach a Detailed Location Map)		Address as per Google map ( <i>specify link</i> )		
Contact Persons: (Please include name of the Chief Executive of the Company)				
FULL NAME	DESIGNATION	TELEPHONE NO.	FAX	Email
1)		Direct Number _____		
		Mobile _____		
2)		Direct Number _____		
		Mobile _____		



## 1.2 OWNERSHIP, AUTHORIZATION, NATURE OF BUSINESS & REGISTRATION

- 100% Owned by U.A.E. National
- 51 % Owned by U.A.E. National
- Others

Type of Company	<input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Private Ltd Company <input type="checkbox"/> Public Ltd Company <input type="checkbox"/> Limited Liability Company	
Name of Owners	Nationality	% of Ownership
1)		
2)		
3)		
Name of the Sponsor		
Is this a Parent Company?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Nature of Business ( as in Trade License)		
	(i) <u>Registered Address:</u>	

(ii) Contact Details

Telephone:

Fax:

Email Id:

Website:

(iii) Details of the CEO/Manager/Representative:

1) Full Name: \_\_\_\_\_

2) Direct Land phone: \_\_\_\_\_

3) Fax: \_\_\_\_\_

4) Mobile Number: \_\_\_\_\_

5) Email Id: \_\_\_\_\_

6) Website: \_\_\_\_\_

	Name	Designation	Signature
Authorized Signature(s)	1)		
	2)		

### **1.3 CERTIFICATES AND LICENSES**

#### **(a) Commercial License**

Number	
Issue Date	
Expiry Date	
Issuing Authority	
Location	
Activity	

#### **(b) Chamber of Commerce**

Chamber of Commerce Registration Number	
Date of Registration	
Expiry Date	
Issuing Authority	
Location	
Activity	

#### **(c) Industrial License (if any)**

Registration Number	
Issue Date	
Expiry Date	
Issuing Authority	
Location	

#### **1.4 AGENCY AGREEMENTS**

- (a) Please enclose copies of Agency Agreements which are duly endorsed by U.A.E. Embassy in the home country of Principal Supplier(s) or by Local Government Authority.
- (b) Attach other agreements (if any)

# **SECTION - 2**

## **FINANCIAL INFORMATION**

### **Sub Sections:-**

#### **2.1 Financial Analysis to Register Contractors with SEWA**

#### **2.2 Financial Questionnaire**

## 2.1 Financial Analysis to Register Suppliers with SEWA:-

Major Financial Indicators:

S.NO	Ratio	Description	Calculation	Ratio
1	Debt Equity Ratio	Debt/Equity		
2	TOL / TNW	Total Outside Liability / Tangible Net worth		
3	Current Ratio (including AMTL)	Current Assets/ current Liability ( including annual maturing term liabilities)		
4	Current Ratio (excluding AMTL)	Current Assets/ current Liability ( excluding annual maturing term liabilities)		
5	Gross Profit Ratio	Gross profit/Net sales (in %)		
6	Net Profit Ratio	Net profit/Net sales (in %)		
7	Cost of Sales Ratio	Cost of sales/Net Sales %		
8	Inventory Turnover ratio (days)	(Avg. Stock /Cost of Goods Sold)*365 (Stock - RM, WIP, FG, Stores and Spares)		
9	Receivables Turnover Ratio (days)	(Receivables/Gross Sales)*365		
10	Creditors Turnover Ratio	(Sundry Creditors/Cost of Raw Material)*365		

## 2.2 Financial Questionnaire

S.No	Description	Remarks
1	<p><u>Granting of Loan to Certain Parties</u> Whether the company has granted any loans, secured or unsecured to companies, firms or other related parties.</p> <p>a) Whether receipt of the principal amount and interest are also regular and</p> <p>b) If overdue amount is more than AED 100 million, whether reasonable steps have been taken by the company for recovery of the principal and interest?</p>	
2	<p><u>Internal Control System</u> Is there an adequate internal control system:</p> <p>a) Commensurate with the size of the company and The nature of its business</p> <p>b) For the purchase of inventory and fixed assets and for the sale of goods and services?</p>	
3	<p><u>Deposit of Statutory Dues:</u> Is the company regular in depositing undisputed statutory dues? (in Details)</p>	
4	<p><u>Default in repayment of dues:</u> Whether the company has defaulted in repayment of dues to a financial institution or bank or debenture holders?</p>	
5	<p><u>Guarantee for loans taken by others from banks or financial institutions :</u> Whether the company has given any guarantee for loans taken by others from banks or financial institutions, the terms and conditions whereof are prejudicial to the interest of the company?</p>	

6	<u>Fraud Reporting :</u> Whether any fraud on or by the company has been noticed or reported during the year? If yes, the nature and the amount involved is to be indicated.																					
7	<u>Short term funds used for long term investment :</u> Whether the fund raised on short-term basis have been used for long term investment?  If yes, the nature and amount is to be indicated.																					
8	Company listed in Stock Exchange? ( Details if any)																					
9	Company rate by any external rating agencies: Rating Agency: Date of Rating: Rating Grade :																					
10	<u>Segment Revenue :</u> a) Percentage Revenue from Cable manufacturing and supply b) Others Segment revenue details, if any.																					
11	<u>Loans and Borrowings from Banks/Financial Institutions</u>																					
	<table border="1"> <thead> <tr> <th>Name of Bank</th> <th>Facility</th> <th>Limit Sanctioned</th> <th>O/s Balance as on.....</th> </tr> </thead> <tbody> <tr> <td></td> <td>T/L</td> <td></td> <td></td> </tr> <tr> <td></td> <td>O/D ( Working Capital Borrowings)</td> <td></td> <td></td> </tr> <tr> <td></td> <td>L/C</td> <td></td> <td></td> </tr> <tr> <td></td> <td>TR</td> <td></td> <td></td> </tr> </tbody> </table>		Name of Bank	Facility	Limit Sanctioned	O/s Balance as on.....		T/L				O/D ( Working Capital Borrowings)				L/C				TR		
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	TR																					



## **SECTION - 3**

# **TECHNICAL PROFILE**

### **3.1 PLANNING AND SCHEDULING**

### **3.2 OTHER CAPABILITIES**

### **3.3 COMPLETED WORK PROJECTS IN THE U.A.E. AND OUTSIDE U.A.E.**

*(Kindly submit a separate document with the above heading separately for the projects/works undertaken in the U.A.E. and a separate document for the projects/works undertaken outside U.A.E.)*

### 3.1 PLANNING AND SCHEDULING *(Please use a separate folder for detailed presentation)*

1. Do you have a separate planning/scheduling department? ( Explain all activities)

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2. In managing a Project do you develop all or any of the following:- ( please attach additional folder / sheet explaining the below in detail)

- a) Critical Path Networks showing the inter-relationship of all or any of the following:-

- Key design activities
- Design review/approval
- Subcontractor design data submission
- Inspection, testing and certification of completed work
- Subcontract/Purchase Order placement, testing and delivery
- Spares/Maintenance parts identification, appraisal and manufacture

- b) Bar Chart Schedules

- c) Are your Bar Schedules developed from a Logic Network?

- d) Resource Histograms for :-

- the Project Overall
- the Individual Trades

- e) Reports showing :-

- Planned and actual start and completion of all critical activities

### 3.2 OTHER CAPABILITIES

1. Do you have any Joint Venture or Alliancing agreements with any local company(s)?  YES  NO

If YES please provide details on a separate sheet

2. Do you have the capability to provide and undertake the following Work?

- Provide set up and operate a temporary labor camp  YES  NO
- Site Preparation  YES  NO

- Building Design  YES  NO
- Civil Works  YES  NO
- Pipelines
  - Supply  YES  NO
  - Fabrication  YES  NO
  - Erection  YES  NO
- Mechanical Installation
  - Supply  YES  NO
  - Fabrication  YES  NO
  - Erection  YES  NO
- Electrical & Instrumentation
  - Supply  YES  NO
  - Fabrication  YES  NO
  - Erection  YES  NO

If “Yes” to any of the above please provide details of capability and previous experience on separate sheets.

### 3. Construction Plant & Equipment

- Please list below all construction plant & equipment owned by you and currently in country:

Description	Size	Number

- Please list below all construction plant & equipment (not owned by you) that you can source from within country

Description	Size	Number

- Please list below all construction plant & equipment that you can import into country for use on the project:

Description	Size	Number

- Do you have the capability and experience to temporarily import plant and equipment into country?

YES    NO

# **SECTION - 4**

## **ORGANIZATION AND QUALITY ASSURANCE**

### **Sub Section:-**

**4.1 ORGANIZATION & HUMAN RESOURCES**

**4.2 INFRASTRUCTURE**

**4.3 QUALITY ASSURANCE CERTIFICATIONS**

#### **4.1 ORGANIZATION & HUMAN RESOURCES**

- 1) List below, by category of specialization, the number of personnel employed, indicating whether they present core “permanent” employees or “hired” ones:
- 2) Please attach list of your manpower under your company’s visa issued by Ministry of Labor of UAE Government.
  - *Permanent: Under your visa*
  - *Hired: Not under your visa*

3) Classify your staff strength as below:-

Electrical Engineers	No. of Staff-
Asst. Electrical Engineers	No. of Staff-
Cable Jointers	No. of Staff-
Direct Workers	No. of Staff-
Indirect Workers	No. of Staff-
Electricians	No. of Staff-
Supervisors	No. of Staff-
Electrical Technicians	No. of Staff-
Skilled Labors	No. of Staff-
Administrative Staff	No. of Staff-

- 4) Attach CV’s of 5 key personnel’s directly involved in the daily business activity of the company.
- 5) Please enclose the detailed Organization Charts as per the following:-

• Organization Chart for your local office in U.A.E.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Organization Chart for your Corporate Office	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Organization Chart for your Home Office <i>(if different from your Corporate Office)</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

- 6) Please provide evidence documents issued or endorsed by the UAE Governmental Authority for all UAE nationals permanently employed by your company.

## **4.2 INFRASTRUCTURE**

1. Please enclose the following document and tick the box to confirm:

- AREA (Please specify the area occupied, in square meters)

Offices  Warehouses  Workshops/Plants

Testing Facility  Others

- Please list application software used/available with you including the ones for Project Planning/ Control functions/Designing:

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2. Please describe in detail all the list of forklifts/cranes/JCB's/other machines/Testing Equipment/Measuring Instruments etc. ( attach additional pages if required)

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## **4.3 QUALITY ASSURANCE CERTIFICATIONS**

- Please tick the appropriate box and provide required information:

1. Do you have ISO certification?

YES  NO

2. Do you have a QA Manual?

YES  NO

If yes, specify National/International Standard to which it is developed.

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3. Is your HSE Management System approved by any inspection/certifying agency?  
If yes, please specify which ones.

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4. Can you provide training facilities?  
If yes, please describe briefly

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5. Please summarize QA accreditations of your Company and its Associate Company, if any:

NAME OF COMPANY AND ITS ASSOCIATED COMPANIES	ISO OR EQUIVALENT STANDARDS (Please Specify)

NOTE: Please attach copy of QA Certificate(s) and copy of QA Manual(s).

- If your company is not certified yet, but is going through the certification process, specify the name of Agency employed, if any, and approximate certification completion time:  
(Please attach a letter from the Agency confirming the above).

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# **SECTION - 5**

## **HEALTH AND SAFETY**

- Please tick the appropriate box and provide required information:

1. Do you have a formally documented HSE Management?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Do you have HSE Manual? If yes, please provide copy of HSE manual & list of HSE Procedures.	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Since when HSEMS implemented is in your company?	
4. Does your HSE System meet the requirement of ISO 14000 Series/ OHSAS 18000 series or other internationally recognized HSE system?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Is your HSE Management System approved by any inspection/certifying agency? If yes, specify which ones and provides last certification or surveillance audit report and copy of the certificates	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Do you have an EMS Manual? If yes, please provide copy of the manual and the certificates.	YES <input type="checkbox"/> NO <input type="checkbox"/>

- Please summarize HSE accreditations of your Company and its Associate Company, if any:

NAME OF COMPANY AND ITS ASSOCIATED COMPANIES	STANDARDS (Please Specify)

NOTE: Please attach copy of HSEMS, HSE Certificate(s) and copy of HSE Manual(s).

- If your company is not certified yet, but is going through the certification process, specify the name of Agency employed, if any, and approximate certification completion time: (Please attach a letter from the Agency confirming the above).

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# **SECTION - 6**

## **EXPERIENCES AND COMPANY RESOURCES**

### **Sub Sections:-**

**6.1 Experiences and Client List.**

**6.2 Warehouses**



## **6.2 WAREHOUSES**

- Specify location of Warehouse(s) you may have, for stocking various products:

a) Within U.A.E.

Location \_\_\_\_\_

Covered Area \_\_\_\_\_ (meter sq.)

Open Yard \_\_\_\_\_ (meter sq.)

(a) Outside U.A.E.

Location \_\_\_\_\_

Covered Area \_\_\_\_\_ (meter sq.)

Open Yard \_\_\_\_\_ (meter sq.)

(b) Logistics available : \_\_\_\_\_

# **SECTION - 7**

## **COMPANY DECLARATION**

Ref: PQD/RS-ECT/17-01/UL

Dated: \_\_\_\_\_

To,

**H.E. Chairman  
Sharjah Electricity and Water Authority  
Sharjah, U.A.E.**

We hereby declare and undertake that all the information/documents provided are under our full legal responsibility and confirm that we indemnify and hold Sharjah Electricity and Water Authority, harmless against any claim or liability arising from the acceptance or use of such information/documentation whatever the source of such claim or liability.

We also authorize Sharjah Electricity and Water Authority, to verify and seek any way of confirmatory of such information/documents. We acknowledge that submission of this Questionnaire does not give us any right whatsoever to be invited to tender for any work being so tendered by SEWA.

We undertake to inform SEWA, of any changes and will periodically update/confirm all items of supplied information.

<b>Signature</b>	
<b>Full Name</b>	
<b>Designation</b>	
<b>On behalf of</b>	
<b>Date</b>	
<b>Company Stamp</b>	

*Note: Official Authorization /Power of Attorney from the owner to the above signed should be attached.*

