

This English version is a guideline, and if there is any controversy, the official version will be the Arabic one.

**Kingdome of Saudi Arabia
Ministry of Health
Vision Realization Office (VRO)**

**Public Invitation for Prequalification (RFQ) of the Ministry of Health
Projects, and Construction Management Services Companies**

Date 10/12/2018

Public Invitation
Prequalification (RFQ) of the Ministry of Health Projects, and Construction Management Services Companies

Ministry of Health represented by Vision Realization Office (VRO) invites you to participate in the Prequalification of Ministry of Health projects management services companies, as a preamble to submit your bids to provide Ministry of Health with the Project Management Services.

If you wish to participate in the prequalification program of the Ministry of Health projects management services companies and in the tender to be presented later, kindly follow the instructions below (requirements) in the third addendum of this invitation.

Kindly read this announcement, and its addendum carefully, and make sure you understand it very well, taking into consideration the submittal deadline.

The failure to meet and deliver all requirements on or before its deadline is considered a reason for not qualifying.

Vision Realization Office (VRO) in the Ministry of Health has the right to accept or reject any submittals as it deems appropriate.

Deadline for inquires	Monday 11/12/2018 4pm	To be sent to
Deadline for submitting the prequalification files	Monday 24/12/2018 4pm	nbogami@moh.gov.sa
		Cc to
		Procurement-vro@moh.gov.sa

Attached addendums:

1st addendum: Overview

2nd addendum: Summary for the required services

3rd addendum: requirements

Best regards

First addendum: Overview

Kingdom Vision 2030

The Kingdom of Saudi Arabia is blessed with many rich assets. Our geographic, cultural, social, demographic and economic advantages have enabled us to take a leading position in the world.

The vision of any country to its future come from its unique competitive advantages, and this the Kingdom methodology on 2030 vision.

The kingdom position in the Islamic World enable its leading role as the heart of Arab and Islamic worlds. At the same time, we will use our investment power to create a more diverse and sustainable economy, we will use our strategic location to build our role as an integral driver of international trade and to connect three continents

Our Vision is built around three themes: a vibrant society, a thriving economy and an ambitious nation, these themes integrate and coordinate with each other, to achieve our targets, and to maximize the benefits of the foundations of this vision.

Sustainable success can only be achieved when built upon solid foundations. Our Vision, grounded in our country's strengths, will deliver this stability and create a brighter future for our country and our people.

The Crown Price had launched twelve programs, to achieve the Saudi Arabia Vision:

- 1- National Transformation Program.
- 2- Pilgrims Service Program.
- 3- The Public Investment Fund.
- 4- National industry development, and logistics Services Program.
- 5- Financial Sector Development Program.
- 6- Improving the Lifestyle Program.
- 7- National Companies leadership Program.
- 8- Strategic partnership Program.
- 9- Housing program.
- 10- Privatization Program.
- 11- National Identity Enhancement Program.
- 12- Fiscal Balance Program.

National Transformation Program

National Transformation Program has been launched to contribute in achieving the Saudi Arabia Vision 2030, and to realize the challenges that confront the governmental entities responsible for economical, and development sectors to achieve this vision. The program participants identified strategic objectives to achieve the targets of 2030 vision, and the confrontation of these challenges till 2020 based on specific targets, and then identifying the initiative required to achieve these objectives on a yearly basis, and to build a detailed plans for it, depending on periodic indicators for performance, the program has been launched in its first year in 24 governmental entities, the participants will be reviewed in the coming years.

The program aims to develop the governmental work, and to establish the required infrastructure to achieve the 2030 vision, and to accommodate its ambitions, and requirements, the program initiatives for the year 2016 are considered the first step to achieve it, it will be reviewed and evaluated regarding its efficiency, and periodic performance, and to consider in approving additional initiatives to be studied, and developed based on the program work mechanism.

As a commitment to the vision orientation to support the flexibility in governmental work, the National Transformation Program contributed in accelerating the coordination, and the common work through identifying some of the common objectives for the public entities as per the national priorities, encourage the common planning, transfer the experiences between the public entities, engaging the

private, and non-profitable sectors in identifying and innovating solutions and funding and execution methods, and contributing in performance reviewing and evaluating.

Assistant Agency for Engineering Affairs, Ministry of Health

The Assistant Agency for Engineering Affairs, Ministry of Health is responsible for planning, designing, and constructing the Health facilities (medical cities, hospitals, health centers, Housing, offices, and other service buildings), and supervision on these projects as well, and to manage these projects in all the above mentioned phases, in cooperation with the concerned entities in or out Ministry of Health.

Second Addendum: The Required Service

1- Contract Title:

Providing the services of Project Management, and Construction Management for Ministry of Health Projects.

2- Project Target start date

Feb. 2019

3- Contract duration

(60) Months

4- Scope of Work

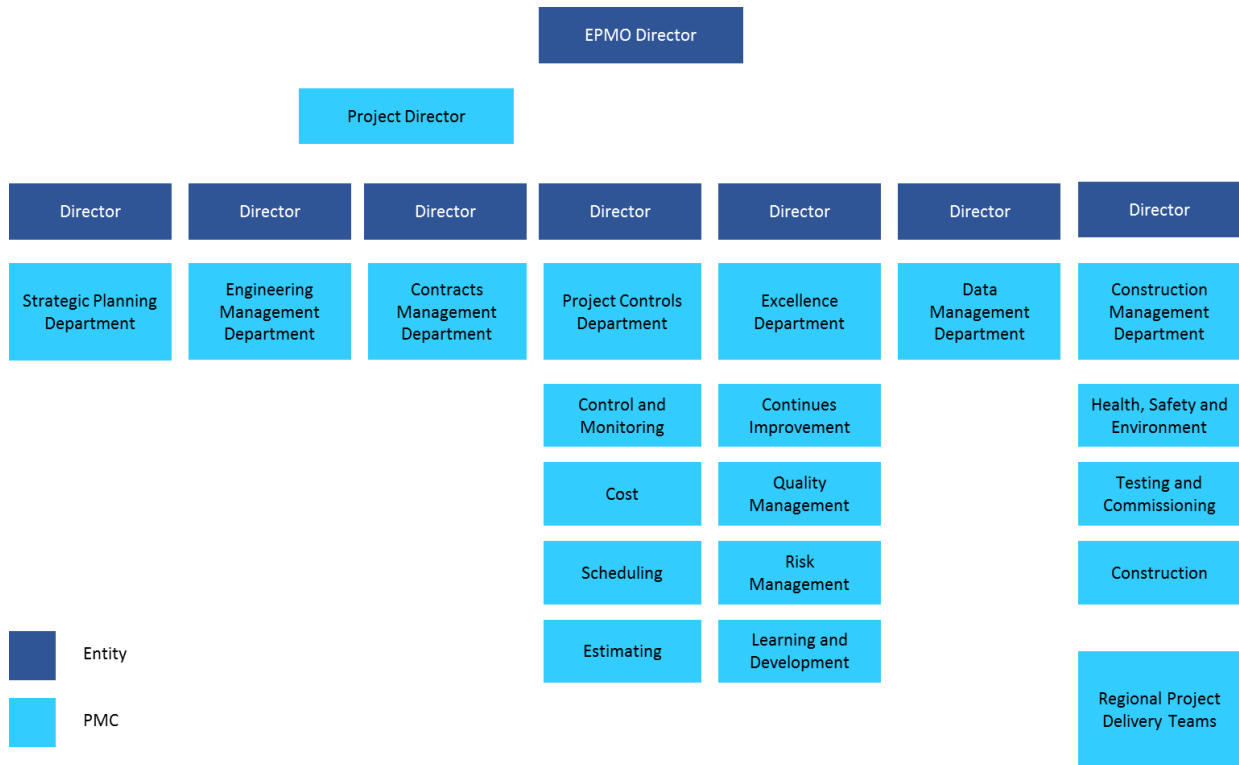
The following narrative provides background information to the scope of Project Management Services:

- Restructuring the Entity's project delivery division
- Introducing project management capabilities through an Entity Project Management Organization (EPMO)
- Integrating existing Entity resources and providing long term "On-the-Job-Learning"
- Deploying international best practice delivery tools, from initial planning to handover.
- Training and coaching on the new Mashroat project delivery tools

In general terms, the Project Management Services for the Ministry of Health includes:

- 1- Provide Project Management Service for the delivery of the First Party's infrastructure programs, existing and future.
- 2- Undertake extensive training of the existing First Party's Saudi National resources on Mashroat deliverables.
- 3- Undertake any additional tasks related to the First Party's infrastructure programs.

The following Organizational Model is a sample:



It is estimated that the Ministry of Health will be executing a 33 billion SAR project portfolio in 5 “corporates” across the Kingdom over the next 5 years. The total peak staffing in the central office, corporates and project sites is estimated at 700. Approximately 10% of the equivalent staff will be required to have received their formal educations and obtained the majority of the work experience in the USA, Australia, Canada, Europe, New Zealand, or South Africa. In addition, key staff will be required to have worked for the successful tenderer for a minimum of five (5) years for Department Managers and above and for a minimum of three (3) years for Managers and Senior Professionals (unless explicitly approved otherwise by the First Party).

MOH may choose to execute their requirement in several options as listed below but MOH is not bound or limited to this methodology:

Option 1: bid the entire scope as one Contract; peak staffing estimated at 700

Option 2: bid a Contract for the Central office first and subsequently bid the five (5) corporates; the peak staffing for the Central office is estimated at 160.

5- Definitions

The following definitions are used and have the meanings defined herein:

Authority/MOH	Means the Ministry of Health, its entities or other official office that has issued this Prequalification Questionnaire to a Company
Company	Means entity that will prepare and submit its Submission in relation to this Prequalification Questionnaire following its expression of interest to MOH in response to the Advertisement
Tenderer	Means a Company that has been selected following the evaluation of the Submission to participate in the future Tender
Tender	Means the future Invitation to Tender that will be issued to the Tenderers under a separate selected tender process
Submission	Means the Company response to this Prequalification Questionnaire

6- Language of Submissions

All submissions shall be submitted in either the English or Arabic language and all communications between MOH and the Company shall utilize the same language.

7- Company Entities

Each Submission shall show the full legal name and business address of the Company, including its street address if it differs from its mailing address, and shall be signed with the usual signature of the person or persons authorized by the Company, and shall be dated.

The name of the signatory shall be typed or otherwise clearly imprinted below each signature and corporate Company's shall state their place of incorporation. When requested, satisfactory evidence of authority of any signature on behalf of the Company shall be furnished.

8- Examination of Prequalification Questionnaire

The Company planning to submit a Submission is responsible for examining with appropriate care the complete Prequalification Questionnaire. Should the Company find discrepancies in or require clarifications in relation to the Prequalification Questionnaire, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the Prequalification Questionnaire, the Company shall promptly notify MOH in writing.

The Company making such request will be solely responsible for its timely receipt by MOH. Replies to such notices may be made in the form of supplementary correspondence or, as appropriate, an addendum to the Prequalification Questionnaire which will be issued simultaneously to all persons who have obtained the Prequalification Questionnaire from MOH.

MOH may, by addendum, modify any provision or part of the Prequalification Questionnaire at any time prior to the submission date.

9- No Contract or Automatic Right to Tender

By submitting a Submission, the Company acknowledges that:

- The Submission does not create a contract between the Company and MOH or impose any other obligations at law upon MOH whether as a result of the Submission Process or otherwise in respect of the Submission or the evaluation of the Submission by MOH; and
- The Submission does not create an automatic right to prequalify for the future Tender; and

10- Receipt of Submissions

The Company shall ensure that its Submission is received by MOH by 4pm on the Submission Closing Date listed in the Prequalification TimeLine by the Authorized Representative for MOH listed below:

Name:	
Position / Title	
Phone Number	
Email Address	
Physical Address	

11- Authorities Rights

MOH reserves the right in its absolute discretion and without limiting any other right which MOH may have whether under this Invitation or otherwise, to do any one or more of the following at any time without giving reasons:

- Reject or refuse to consider or evaluate any Submission or all Submissions;
- Amend this Prequalification Questionnaire;
- Withdraw this Prequalification;
- Terminate the Submission Process;
- Re-advertise for new Submissions;
- Request additional information from any Company; and
- Alter or vary any process or procedure regarding the consideration or the evaluation of any Submission or all Submissions.
- Use Prequalification Submission in part or in whole as part of the subsequent bid evaluation.

MOH may also give consideration to and may exclude parties on the basis of their performance or the performance of related parties on recent contracts with MOH or other government bodies. To assist with this process, MOH may make reference to performance reports prepared either by MOH or other government agencies.

MOH may take into account the relationship between Company and their constituent members and the existence of related companies and common directors. Should a Company (or a member of the Company) be a related company of another Company (or a member of the other Company), or should common directors be identified across Company (or members of Company), MOH may require the Company to enter into specific undertakings to address any resultant probity issues as a condition of this Invitation.

The right is reserved, as the interest of Authority may require, to reject any or all Submissions and to waive any informality in Submissions received.

12- Notification of Selection of Company to Tender

Those Companies that are selected by MOH will be notified in writing. Those that are not selected may request feedback from MOH on the reasons for non-selection.

13- Removal or Addition of Companies following Initial Selection by the concerned Authorities

- A selected Company previously notified by MOH as being selected to Tender for the Contract, subsequently withdraws itself from tendering for the Tender by formal notice to MOH, or
- A selected Company, subsequently to being invited to prequalify is boycotted in accordance with Article 78 of the Government Tenders and Procurement Law (Royal Decree No. M/58 dated 4 Ramadan 1427H / 27 September 2006). The Company shall be notified and the previous selection withdrawn by MOH.

In either of the above situations, MOH has the right to invite the next most qualified Company that was not initially selected as part of this Prequalification to participate in the Tender to maintain a competitive tender process.

Third Addendum: Requirements

Section 1: General Information

Company shall complete the following general company information If Company plans on Prequalification on basis of a Joint Venture, Consortium or Partnership, then each of the individual entities associated shall complete the table below:

INFORMATION REQUESTED	COMPANY RESPONSE			
Full Name of Company:				
Registered Office Address:				
Date of Registration:				
KSA Registration No.				
KSA Classification Class:				
VAT Registration No.				
State Min Value (threshold) for Bidding:				
State Max Value for Bidding:				
International Registration No.				
Public / Private Company				
Nominated Representative	Name:			
	Phone:			
	Email:			
Company Structure (Confirm Structure)	Corporation:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Subsidiary	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Division	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
	Joint Venture / Consortium	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Parent Company Details (If Applicable)	Parent Company Name:			
	Address:			
	Contact Person:			
	Phone No:			
Type of Business (Confirm Scopes of Works and Percentage of Turnover for each Type)	Project/Program Management	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Civil Construction	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Roads & Highways	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%

	Manufacturing / Fabrication	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Buildings	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Mechanical / Electrical	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Engineering / Design	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Consulting	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
	Other	<input type="checkbox"/> YES	<input type="checkbox"/> NO	%
Number of Employees	Total Employees			
	Management			
	Non-Manuals			
	Manuals			
IQTAR Rating (Saudization)	Rating #			

Section 2: Financial Information

Company to complete required information and provide the last three (3) years of audited Annual Financial Statements. If Company plans on Prequalification on basis of a Joint Venture, Consortium or Partnership, then each of the individual entities associated shall complete the table below:

INFORMATION REQUESTED	COMPANY RESPONSE		
Present Net Worth	SAR		
Annual Sales Volume (Related To Classification For This Package)	2017	SAR	
	2016	SAR	
	2015	SAR	
Banking Reference	Name		
	Position		
	Phone Number		
Performance Bond	Can you furnish a Performance Bond (State "YES" or "NO")		<input type="checkbox"/> YES <input type="checkbox"/> NO
	State Maximum Value Available		
	Surety Provider		
	Contact Person		
	Contact Phone Number		
Last Three (3) Years Of Annual Financial Report? (Provide copies with this submission)	2017	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	
	2016	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	
	2015	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Not Available	

Section 3: Organization Charts and Key Personnel

Company to provide the following documents relative to the company and project structures and attach to its submission:

1. Current company corporate Organization Chart (for Company registering for this Package)
2. Sample of a typical Project Organization (of similar scope and size to this Package)

Company to provide the following names and resumes of Key Personnel that would have executive accountability and oversight for this Project:

KEY PERSONNEL	COMPANY RESPONSE
KSA Country Manager	
Studies and Planning Director	
Operations Director	
Engineering Director	
Contracts Department Director	
Project Controls Department Director	
Training Manager	
Construction Management Department Director	
HSSE Director	
Quality Director	

Resumes are to be attached to this submission for prequalification

Section 4: Certifications & Licenses

a) Company to complete below relative to its registrations/licenses and certifications, copies are to be provided as part of the submission. If Company plans on Prequalification on basis of a Joint Venture, Consortium or Partnership, then each of the individual entities associated shall complete the table below:

INFORMATION REQUESTED	COMPANY RESPONSE	
Industry Accreditations	ASME	
	API	
	TEMA	
	Other	
ISO Certifications	ISO:9001	
	ISO:31000	
	ISO:14001	
	ISO:45001	
	ISO: 21500	
	Other	
Professional Licenses	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE LOCATION	

	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE LOCATION	
	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE LOCATION	
	LICENSE NO	
	LICENSE	
	EXPIRY	
	LICENSE LOCATION	

b) Does your company have any professional engineering design registration/license obtained in the Kingdom of Saudi Arabia? (If yes, please provide the name of license, validity and copies?)

c) The following documents have to be attached:

- Valid Commercial registration.
- Valid Zakah and Tax certification.
- Valid Social Security Certification
- Valid Commercial Chamber Certification.
- Valid Investment License if the tenderer is licensed as per the Foreign Investment System.
- Valid IQTAR Rating (Saudization) Certification.
- Valid copy of the license to practice the profession.
- Valid copy of Saudi Council of Engineers Participation (if required).
- Solidarity Agreements (if any).

Section 5: Health, Safety, Security and Environmental (HSSE)

Part A-1 - Incident History

Please complete the number of incidents, days lost and hours worked for the current year and the previous 3 years for projects under your company's HSSE management. (For company employees only):

CATEGORY	CURRENT YEAR	2017	2016	2015
Fatalities				
Lost Workday Case				
Days Lost				

Restricted Workday				
Medical Treatment Only				
First Aid Treatment Only				
Equipment Damage				
Near Miss				
Environmental Damage				
Hours Worked				

Have There Been Any Work-Related Fatalities In The Last 5 Years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (if yes please attach details)
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Part A-2 - Incident History in the Kingdom of Saudi Arabia

Please complete the number of incidents, days lost and hours worked for the current year and the previous 5 years for projects under your company's HSSE management in the Kingdom of Saudi Arabia. (For company employees only):

CATEGORY	CURRENT YEAR	2017	2016	2015
Fatalities				
Lost Workday Case				
Days Lost				
Restricted Workday				
Medical Treatment Only				
First Aid Treatment Only				
Equipment Damage				
Near Miss				
Environmental Damage				
Hours Worked				

Have There Been Any Work-Related Fatalities In The Last 5 Years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO (if yes please attach details)
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Part B – Health, Safety, Security and Environmental (HSSE) Program

Please provide your Company HSSE Plan.

Section 6: Quality

Please provide the following items:

- The Latest copy of your ISO9001 (Quality management System) certificate together with the ISO9001 Quality Manual (or Tenderer's Quality Manual, if Tenderer is not certified to ISO9001)
- Master List of Documents Related to Quality Management System (All 4 levels of Documents)
- An Organization chart showing Quality Department relationship to Management and other Departments
- Typical Project Quality Plan (PQP) and Inspection Test Plan (ITP)
- Quality Assurance (QA) Audits and surveillances Procedure with Audit Program
- Continual Improvement Procedure
- Corrective Action and Preventative Actions Procedure
- A Quality Control (QC) Inspections and Testing Procedure including NCR process
- A Risk Management Procedure

Section 7: Resources (World-wide)

a) Company to provide details of current resources employed worldwide, and provide the last three year's data. If Company plans on Prequalification on basis of a Joint Venture, Consortium or Partnership, then each of the individual entities associated shall complete the table below:

RESOURCES	COMPANY RESPONSE		
	2017	2016	2015
NON MANUAL			
Project Managers			
Strategic Planners			
Biomedical Engineers			
Business Analysts			
Project Directors			
Civil Engineers			
Structural Engineers			
Mechanical Engineers			
Utility/Hydraulic Engineers			
Electrical Engineers			
Low Voltage Engineers			
Architects			
CAD Designers			
Stakeholder Interface Specialists			
Contract Administrators			
Cost Engineers			
Scheduling Engineers			
Estimators			
Quality Management Specialists			
Risk Analysts			
Training Specialists			

RESOURCES	COMPANY RESPONSE		
Continuous Improvement Specialists			
Document Controllers			
HSSE officers			
Testing & Commissioning Specialists			
Construction Managers			
Field Engineers			
Procurement Specialists			
Engineering Managers			
Fire Protection Specialists			
BIM Managers			
Health Information Systems Specialists			
Medical Equipment Specialists			
OTHERS (Add as necessary)			
Total Workforce			

b) Please provide your company's statistics supported by the Ministry of Labor's records for your Kingdom of Saudi Arabia professional resources for the past three years, along with breakdown by disciplines and positions.

Section 8: Experience Statement

The Company submits the following statement as to its experience qualifications with focus on Healthcare Industry work within the Kingdom of Saudi Arabia:

1. The following contracts are currently in progress or have been satisfactorily completed within the last 8 years in the below format Column Completion Notes:

- Name For past government work, please provide entity/project name
- Location Location of project
- Role Indicate the type of contract (Role of your Company) (Design, Design Management, Construction Management, Program Management)
- Work Description Provide description of the scope
- Value Provide the contract value in SAR
- Start/Stop Provide starting date and actual/forecast completion by mo. /yr., e.g., Jan 16A/Sep18F.
- Duration Provide the contract duration in months

For each Role category listed above ,please provide a one page project data sheet for up to 3 of the most relevant projects

Item No.	Entity/Project name	Location	Role	Work Description	Value (SAR)	Start/Stop mo./yr.	Duration (months)

2. National Programs and Healthcare Experience:

NO.	QUESTION	RESPONSE
1	<p>Has your company worked with national government (within the Kingdom of Saudi Arabia) on programs or projects of national significance?</p> <p><i>(If YES, please confirm the type of program/project, its scale and complexity, your company's scope of work and the program/project period).</i></p>	
2	<p>Has your company worked with national government/s (outside the Kingdom of Saudi Arabia) on programs or projects of national significance?</p> <p><i>(If YES, please confirm the type of program/project, its scale and complexity, your company's scope of work and the program/project period).</i></p>	
3	<p>Does your company have experience in the development and management of infrastructure portfolio plans?</p> <p><i>(If YES, please confirm the portfolio/s developed, the client, project duration and approximate value of the portfolio/s?)</i></p>	
4	<p>Does your company have experience in the management and delivery of large-scale healthcare projects?</p> <p><i>(If YES, please confirm the project/s name, client, your scope of work, the project period and contract value?)</i></p>	
5	<p>Has your company lead and managed large-scale infrastructure programs / projects, from initial concept planning and feasibility, through detailed engineering design, to testing / commissioning and handover?</p> <p><i>(If YES, please confirm the project name, client, your scope of work, the project period and contract value?)</i></p>	

Section 9: Sub consultants

Company shall provide its responses to the below questions relative to the selection and nomination of key sub consultants when executing strategic planning, engineering and/or project management scopes. The answers to the following questions shall not exceed four (4) pages of A4 paper.

QUESTION TO COMPANY	COMPANY RESPONSE
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1	Company to explain its process and procedure for the identification, prequalification, evaluation and selection of sub consultants	
2	Company to explain how it manages the sub consultants during execution of the works to maintain schedule and quality of the Works being performed by the sub consultants	
3	Company to explain its process and procedure for the quality control and quality assurance of the sub consultants' deliverables	
4	Company to explain how they ensure sub consultants are contracted on terms and conditions aligned with the main contract and the management of such obligations for works performed by the sub consultants	

Company shall list in the table below the typical scopes of work that are subcontracted to lower tier companies in execution of works of a similar scope or complexity. The completion of the table and submission is in addition to the four (4) page limit:

NO.	INFORMATION REQUIRED	COMPANY RESPONSE
1	Scope of Works	
	Basis of selection of sub consultant	
	Terms of sub consultancy	
2	Scope of Works	
	Basis of selection of sub consultant	
	Terms of sub consultancy	
3	Scope of Works	
	Basis of selection of sub consultant	
	Terms of sub consultancy	

NOTES: **Basis of Selection:** Enter if selected based on prequalification, preferred vendor, sole source or competitive tender.

Terms of Subcontract: Enter Typical Commercial model (Cost Reimbursable, Lump Sum, Unit Price, etc.)

Section 10: Resourcing Strategy

Please provide details below on the resources the Company will utilize for the performance of the project management services, strategic planning, engineering (technical standards) and associated scope of this package.

Column Completion Notes:

- Location: State Office Location (City, Region) and if more than one office state number

(i.e. Riyadh, KSA (2 Offices))

2. **Provider:** State if management/technical services provided by either:
 - a. "In-house" (full time employees)
 - b. "Subsidiary" Company Subsidiary of the Company (i.e. Subsidiary [XYZ Limited])
 - c. "3rd Party" existing subcontract or agreement with a 3rd party designer and state that company name (i.e. "3rd Party [XYZ Limited])
3. **Main Discipline:** State the main discipline of works performed (PM, CM, urban planning, engineering or if a multidiscipline office state "multidiscipline")
4. **Resources:** List the approximate full time equivalents for main categories for each provider .

Item No.	Location of Office	Provider	Main Discipline	Resources		
				Technical Professionals	Support	Management
1						
2						
3						
4						
5						
6						
7						
8						

Company may provide any other relevant information below that you feel is pertinent to describe or better qualify their capabilities:

Section 11: Automation and Data Management Capability and Experience

Part A - Organizational Structure

Please complete table below for the Company's key personnel and organization details related to the use of automation and data management tools (i.e. Geographic Information Systems (GIS), Building Information Model (BIM) and the like.) Note that the company representative listed below should be the focal point for any clarifications in response to this section of the questionnaire:

Company Representative:	
Telephone Number	
Mobile Number	
E Mail Address	
Website URL	

Automation and Data Management Team Information

TEAM MEMBER	NAME	TELEPHONE	EMAIL
Automation and Data Management Manager			
IT Manager			
CAD Manager			
<i>Other (Company may specify below additional key positions and individuals)</i>			

Part B – Automation and Data Management System Information

Please complete below questions as it relates to Automation and Data Management Systems:

NO.	QUESTION	RESPONSE
1	Does your organization have a reference standard it uses to produce your GIS/BIM, document, data management systems and models?	
2	Would your organization adopt project specific standards that deviate from your organizations standards?	
3	Does your organization have documented procedures that describe the issue and revision of drawings?	
4	Does your organization have a documented procedure that describes the numbering systems for your drawings and models?	
5	What are your preferred collaboration or web-enabled automation and data management systems?	
6	Do you have a documented procedure that describes how you determine the training of your project GIS/BIM personnel is it effective and current?	

Part C – Other Automation and Data Management System Information

Company may provide other relevant information below to describe or better qualify their Automation and Data Management System capabilities:

Section 12: Enterprise Content Management System (ECMS)

Part A – Organizational Structure

Please complete table below for key personnel and organization details related to the ECMS. Note that the company representative listed below should be the focal point for any clarifications needed in response to this section of the questionnaire:

Company ECMS Representative:	
Telephone Number	
Mobile Number	
E Mail Address	
Website URL	

ECMS Team Information

TEAM MEMBER	NAME	TELEPHONE	EMAIL
Project Leader			
Document/Information Manager			
<i>Other (Company may specify below additional key positions and individuals)</i>			

Part B – ECMS Information

Please complete below questions as it relates to your Company's ECMS capabilities and experience:

ITEM.	QUESTION	COMPANY'S RESPONSE
1	Does your organization have experience with web-based project tools such as extranets or web enabled document management systems?	
2	What is your preferred collaboration or web-enabled document management system?	
3	Who in your organization has access to your document management systems?	
4	How does your organization control who can enter information into your document management system?	
5	Do you have a documented procedure for describing your numbering system?	

6	Does your organization have experience with using document systems to control review processes?	
7	Do you have a process for auditing the metadata contained within your document management system?	
8	Does your organization produce key performance indicators for Document Management?	
9	Do you have a documented procedure describing your archiving system?	
10	Has your organization developed or used tools or systems that interface with your document management system?	
11	Does your organization have a documented procedure describing your data security systems and arrangements?	

Part C – Other ECMS Information

Company may provide other relevant information below to describe or better qualify their ECMS capabilities:

Basics and Approval Criteria of Qualification Documents Assessment

SN	Criteria	Assessment Points
1	General Information	10
2	Financial Information	10
3	Organization Chart & Key Personnel	5
4	Certifications & Licenses	5
5	Health, Safety, Security, and Environment (HSSE)	Must be submitted
6	Quality	Must be submitted
7	Resources (Globally)	30
8	Experiences Statement	20
9	Sub – Consultants	5
10	Resources Strategy	5
11	Automated Systems & Data Management	5
12	Engineering and Construction Management System (ECMS)	5
Total Points		100

- Tenderers will be qualified in case of passing the criteria No. (5,6), and get 60 points or more for the remaining criteria.

Submittal Instructions

Please read the construction and follow it, the failure to meet the instructions is considered a reason for not qualifying:

- 1- The pre-qualification files will be submitted no later than Monday 24/12/2018 4pm
- 2- In case of delaying to the submittal date the bid will not be considered, and the company will be disqualified.
- 3- All the prequalification files have to be submitted through the following email: nbogami@moh.gov.sa and copy to : procurement-vro@moh.gov.sa
- 4- All the attachment have to be filled electronically in Arabic and English Languages.
- 5- Attaching copies of all the company identification documents stamped for authenticity.
- 6- Any failure in providing the required information, of not attaching the identification documents, or not filling the required data, will be a reason for disqualifying.
- 7- If the forms are not filled in with the correct information, this leads disqualify.
- 8- For any inquires to be sent to

nbogami@moh.gov.sa / procurement-vro@moh.gov.sa

no later than Tuesday 11/12/2018 4pm, the reply will be in three working days.

- 9- All the results will be announced officially on MOH website www.moh.gov.sa
- 10- All the disqualified companies will be notified with the disqualify reasons in maximum a week from the results announcement date, or these companies can inquire for the disqualify reasons via the above mentioned email.