

**Pre-Qualification Exercise for:**

**Panel of Consultants for the Provision of Environmental Consultancy Services  
for a period of thirty (36) months**

*Submission Date of this PQ exercise: **Tues: 19 Aug 2014.***

**1. Introduction**

- 1.1 The Special Economic Zone Authority at Duqm (SEZAD) is currently developing the new industrial city at Duqm in the Al Wusta Region. Under Royal Decree No. 79/2013, the Authority is responsible for the enforcement of the laws on environmental protection, combating pollution, protection of potable water resources, nature reserves, preservation of wildlife, and regulation on handling and use of chemicals, among other things, within the Zone. The Authority will have the functions of the Ministry of Environment and Climate Affairs (MECA) in relation to issuing environmental permits for the projects and take necessary environmental measures.
- 1.2 Industrial developments in Duqm will have to comply with the relevant regulations on the following aspects: development planning and control, building and structural safety, fire safety, environmental control, and utilities.
- 1.3 The Environmental Department of SEZAD is tasked to review and approve applications for development proposals on environmental matters with regard to pollution control, environmental health, sewerage/sanitary and drainage matters. Among other things, the applications will be screened and assessed on the hazards and pollution impacts of the proposed development to ensure that they do not pose any health and safety hazards and pollution problems, and do not generate wastes that cannot be safely managed and properly disposed off.
- 1.4 The Special Economic Zone Authority at Duqm invites applications for Pre-qualification for the emplacement of consultants in a panel to provide environmental consultancy services for a period of thirty-six (36) months. More than one consultant (herein after called “the Successful Consultants”) may be emplaced in the panel of consultants. The Successful Consultants who have been pre-qualified will be invited to participate in the biddings for individual environmental consultancy service assignments subsequently.

## **2. Outline of the Services**

2.1 The services to be provided by the Successful Consultants under the panel include the following areas:

- Regulations and Standards, guidelines, procedures development.
- Environmental Impact Assessment
- Environmental Compliance
- Environmental Training

2.2 The typical tasks performed by the Successful Consultants shall include but not limited to the following:

- Preparation of terms of reference and tender documents for environmental related projects such as sewage treatment plants, environmental monitoring stations etc.
- Technical review of the engineering proposals and design submitted by consultants, investors, outside agencies and/or authorities.
- Technical review of Environmental Scoping Reports, Environmental Impact Assessment study reports, Environmental Monitoring and Management Plans, and other environmental planning and decision-making documents.
- Review and preparation of Environmental No Objection Certificates (NOC's) in response to applications from project proponents.
- Review of NOC's coming to SEZAD and assist in preparing replies.
- Technical review and inputs into scientific and environmental studies commissioned by SEZAD, such as environmental planning and baseline studies.
- Review of progress and construction reports pertaining to environmental area submitted by others.
- Providing environmental technical input and advice on master planning processes.
- Preparation of maps, drawings, presentation materials, reports etc.

### **3. Qualifications of Consultants and Requirements**

- 3.1 The Applicant shall have in-depth knowledge and extensive experience in preparing and carrying out environmental studies for infrastructure projects and reviewing of environmental reports. The Applicant shall have a good reputation among its peers is well known in the field of environmental studies.
- 3.2 The Applicant shall possess an excellent track record of having successfully completed environmental studies for major infrastructure projects and have obtained environmental approvals from MECA and other local Authorities.
- 3.3 The Applicant shall be required to engage a team of professionals and experts who have the requisite knowledge, experience and competency to cover the tasks as required for the different environmental-related assignments.

### **4. Evaluation Criteria**

- 4.1 Applications shall be evaluated based on the following criteria:
  - (a) Applicants shall have the relevant ISO certifications with certification bodies accredited by local or international authorities. All certificates shall be submitted.
  - (b) Applicants shall have local experience in providing such environmental consultancy services listed above and is familiar with the workings of MECA and SEZAD.
  - (c) Applicants shall have a team of professionals and specialists with the relevant expertise.
  - (d) Applicants shall not be debarred from participating in public-sector projects.

### **5. Pricing of Services**

- 5.1 The Successful Consultants in the panel will be invited to quote for the Services on an adhoc basis. Details on each assignment of services, including the scope of work, deliverables and schedule of each services, will be provided to the Successful Consultants to quote. The Successful Consultants will have seven (7) days to submit the quote.

- 5.2 SEZAD will have an option to accept the submitted quote, to negotiate it (for example by modifying the scope and/or other requirements) or reject it. Once accepted, SEZAD will issue a Works Order to the Successful Consultant to commence the work.

## **6. Instructions on Pre-Qualification Application**

- 6.1 SEZAD reserves the right to reject incomplete applications.
- 6.2 The application and all supporting documentation to be supplied by the Applicant shall be written in the English language.
- 6.3 All documents submitted by the Applicant in response to this Pre-qualification will not be returned. In no case will any expense incurred by the Applicant in the preparation of the application be borne by SEZAD.
- 6.4 SEZAD reserves the right to amend any terms in, or to issue supplementary terms to the Pre-qualification Documents at any time prior to the closing date for submission of application for Pre-qualification.
- 6.5 In the event that SEZAD seeks clarification upon any aspect of the Applicant's submission, the Applicant shall provide full and comprehensive responses within seven (7) days of notification.

## **7. Submission**

- 7.1 Applicants are requested to submit the following information in accordance with the format and order in their applications:

(a) Applicant's Registration

The Applicant shall provide the below information using Annex A:

- Name of Firm/Business
- Name of principal or owner resident in Oman
- Name of directors
- Location(s) of business
- Contact information
- Business registration information and copies of registrations/licenses

(b) Structure and Organisation of the Applicant

The Applicant shall provide the particulars of the company including the structure and organization of the company, names of key staff and qualifications,

(c) Audited Accounts

The Applicant shall submit the last three (3) years' audited accounts and furnish details of their financial performance to show their financial capacity to carry out the Consultancy Services as well as Annex B.

(d) Track Records

The Applicant shall demonstrate their track record in carrying out environmental consultancy services by furnishing details of projects undertaken by the Applicant over the last 5 years using Annex C. The list shall include projects currently undertaken by the Applicant.

The Applicant may submit testimonial or letter of reference from their clients on their performance and the list of awards received over the last 5 years.

(e) Professional Staff and Specialists

The Applicant shall have a multi-disciplinary team with the relevant expertise in environmental consultancy services. The particulars of professional staff and specialists shall be provided using Annex D.

7.2.1 Applications and all supporting documents shall be submitted in a sealed package marked:

**“Panel of Consultants for the Provision of Environmental Consultancy Services”**

One completed original set and two additional true copies of the tender documents, each stamped and signed by the Applicant, together with one digital copy of the complete application shall be submitted.

**APPLICANT ORGANISATION AND REGISTRATION**

1. Name of Company:
2. Registered Address:
3. Mailing Address (if different from above):
4. Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_
5. Email Address:
6. Type of Company  
\*Public, Private/Others (please specify)
7. Registration with Regulatory Authority
  - (a) Registration Number:
  - (b) Date of Registration:

*(Please furnish a copy of registration certificate)*
8. ISO Certification
  - (a) ISO Certification Number:
  - (b) Validity Period of Certificate:

*(Please furnish a copy of ISO certificate)*
9. The Principal, Partners or Directors:
  - (a) Name & Designation
  - (b) Nationality
  - (c) % Shareholding or % of Assets Held

10. Major Shareholders and Percentages Owned:

(a) Name

(b) Nationality

(c) Percentage Owned

11. Other information:

I certify the above is correct.

---

Name and Signature of the Applicant

**AUDITED ACCOUNTS**

The Applicant shall provide the company's audited accounts (which include Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Changes in Equity and Notes to the Accounts) for the past three (3) years.

In addition, please summarize the following information:

(i) Paid-up capital for Company: RO \_\_\_\_\_

(ii) Summary of Profit/Loss and Turnover for the last 3 years:

| <b>Year</b>             | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|-------------------------|-------------|-------------|-------------|
| <b>Profit/Loss (RO)</b> |             |             |             |
| <b>Turnover (RO)</b>    |             |             |             |

(iii) Capital Net Worth of Company: RO \_\_\_\_\_

Please note: Capital Net Worth shall be taken to mean the paid-up capital plus reserves less accumulated losses.

(iv) Net Tangible Asset (NTA) of Company:  
RO \_\_\_\_\_

Please note: Net Tangible Asset (NTA) shall be taken to mean the sum of paid-up capital, revenue reserves, preference/premium shares plus accumulated profit or less accumulated losses.

\_\_\_\_\_  
Name and Signature of Applicant



**TRACK RECORDS OF THE APPLICANT**

The Applicant shall furnish hereunder the particulars of all environmental consultancy services over the last five (5) years and currently undertaken by the Applicant.

| Title of Project/ Services | Brief Description | Client/ Country | Consultancy Fee (RO) | Duration and year | Indicate whether project is undertaken solely by the Applicant or joint venture (indicate % equity participation) |
|----------------------------|-------------------|-----------------|----------------------|-------------------|---|
|                            |                   |                 |                      |                   |   |
|                            |                   |                 |                      |                   |   |
|                            |                   |                 |                      |                   |   |
|                            |                   |                 |                      |                   |   |

I/We hereby confirm that the Projects/Services embodied in the above schedule are projects previously or currently undertaken by us.

\_\_\_\_\_  
Name and Signature of Applicant

**PROFESSIONAL STAFF AND SPECIALISTS OF THE APPLICANT**

The Applicant shall submit the particulars of his professional staff and specialists in the format below.

| S/N |  |  |
|-----|--|--|
| 1.  | Name:  |  |
| 2.  | Age:   |  |
| 3.  | Nationality:   |  |
| 4.  | Position held in the Company:                              |  |
| 5.  | Qualification:   |  |
| 6.  | Years of employment with the Company:                      |  |
| 7.  | Years of experience in environmental consultancy services: |  |

\_\_\_\_\_  
Name and Signature of Applicant