

مركز الدراسات التخطيطية والمعمارية
CENTER OF PLANING AND ARCHITECTURAL STUDIES

إدارة التدريب

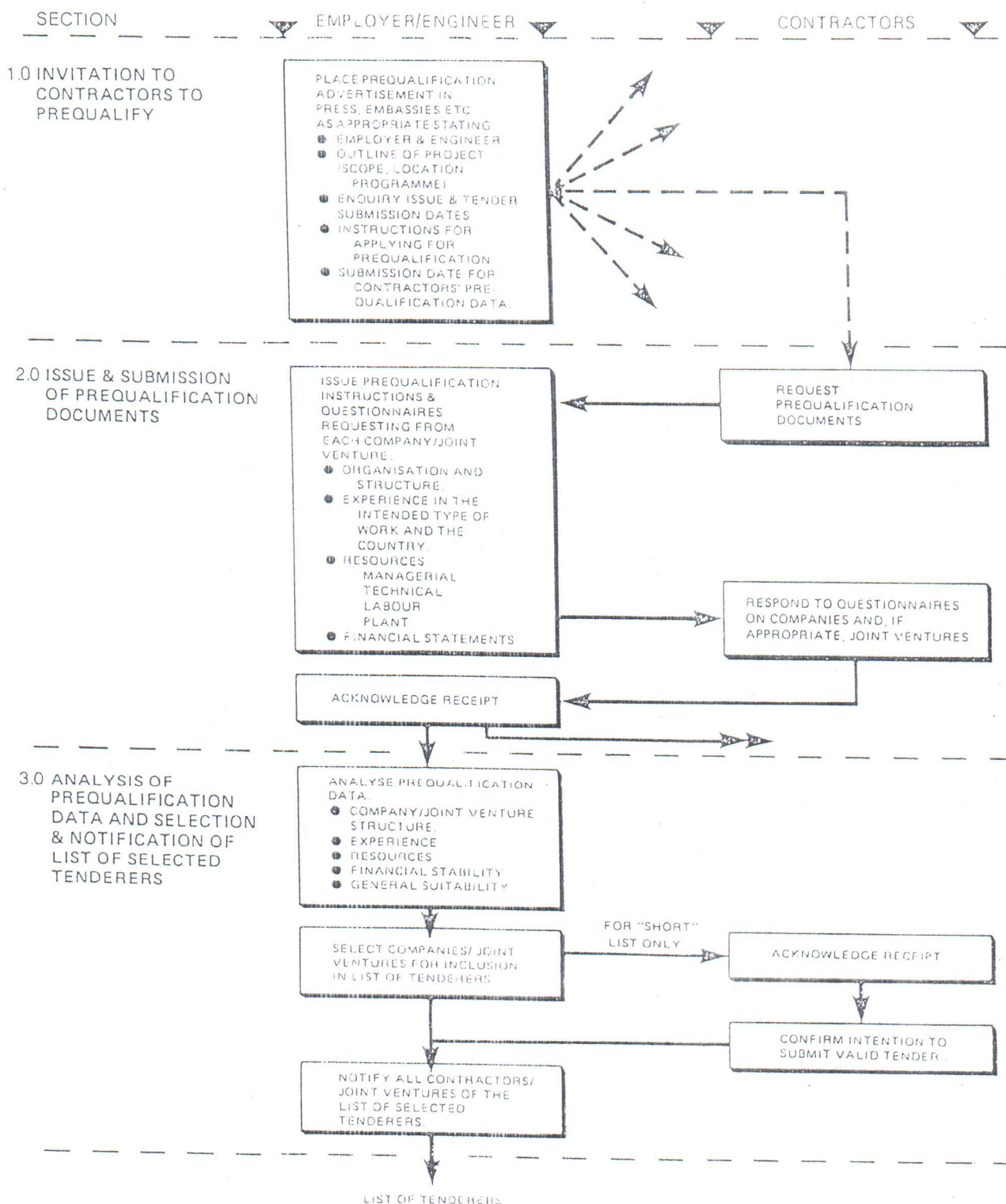
**المطامير في صناعة التشييد
أوامر التغيير والمطالبات وفض المنازعات**

م. أسامة عامر



PROCEDURAL FLOWCHART

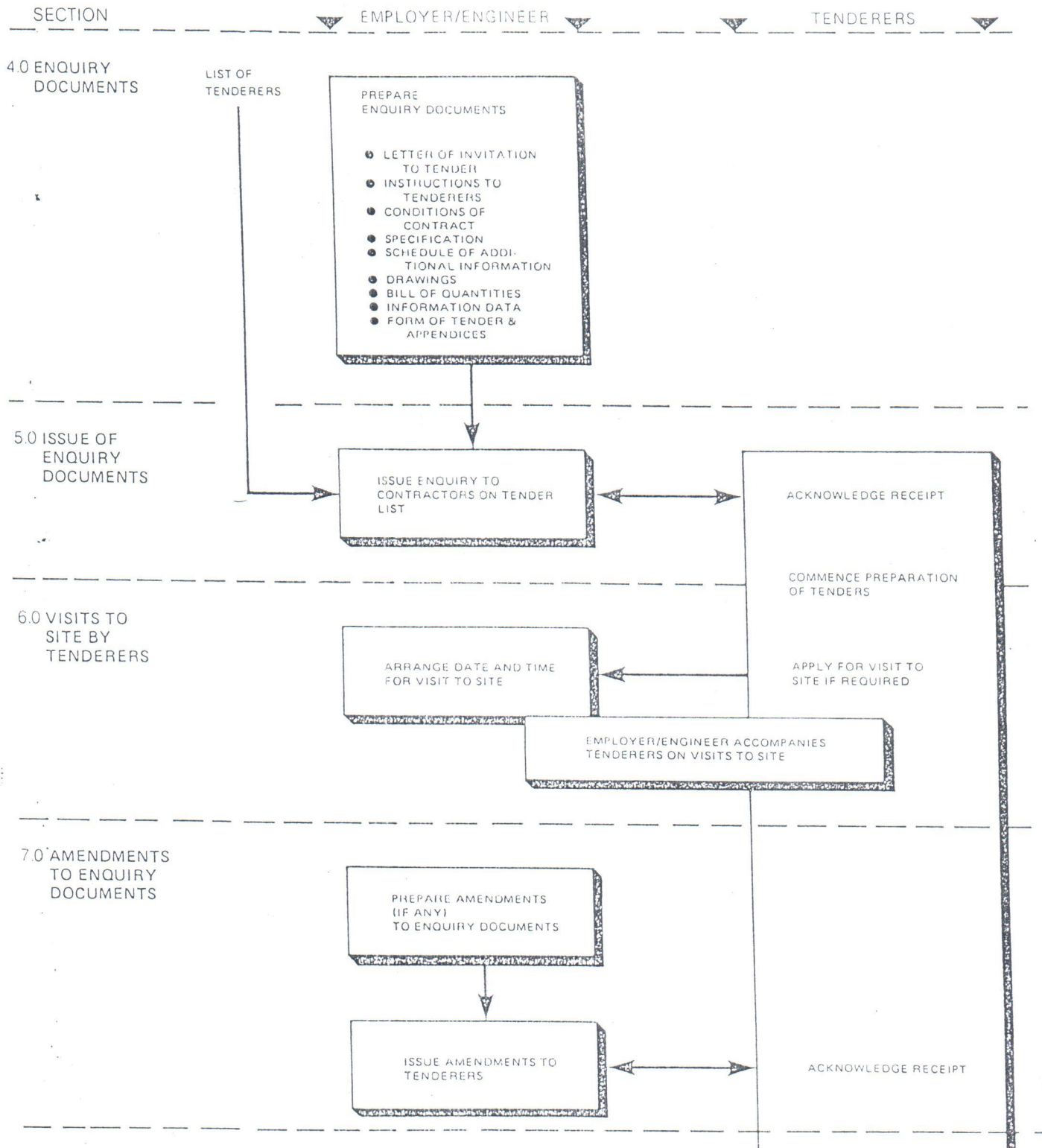
Recommended procedure
for the prequalification of tenderers

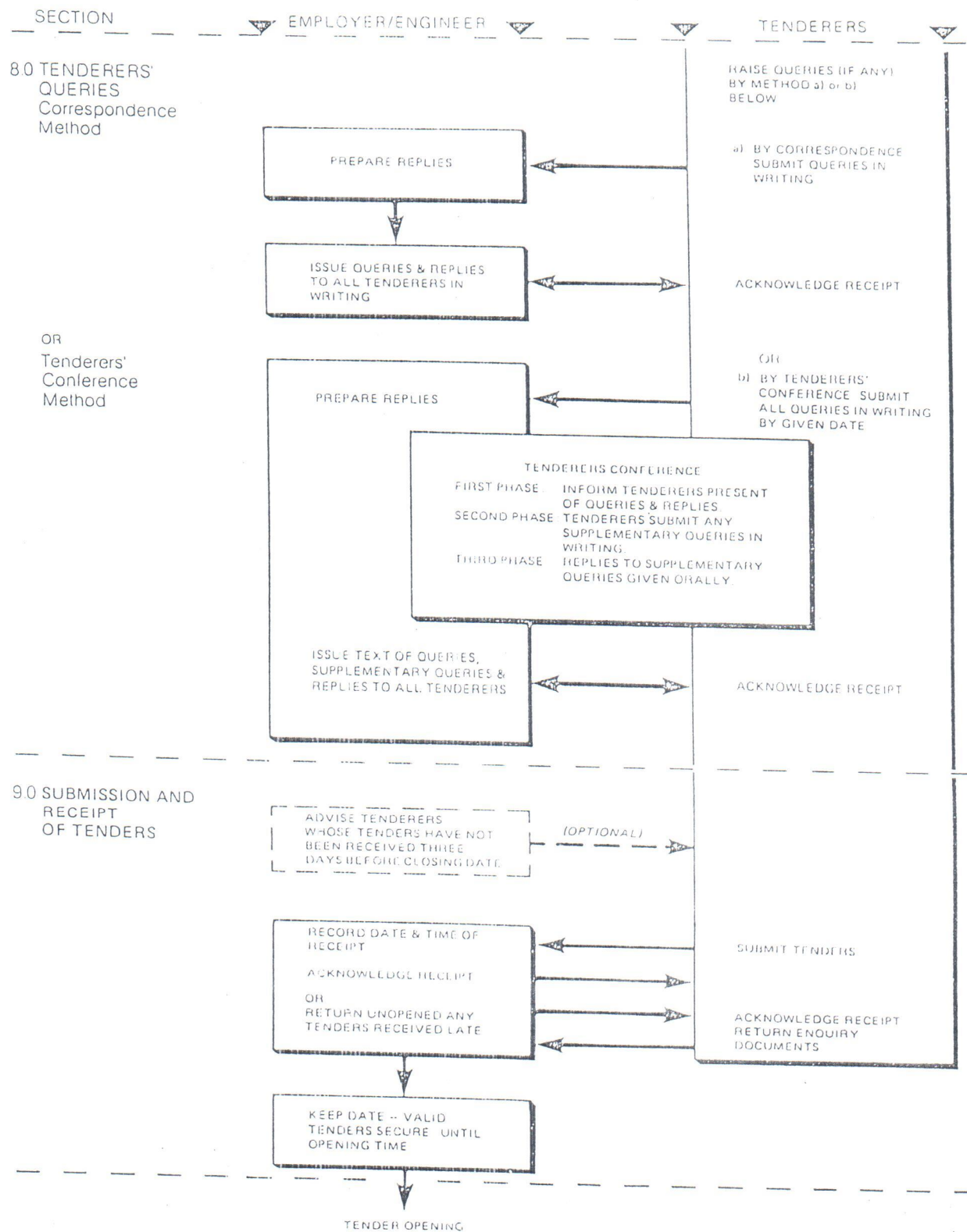




Tendering procedure

Recommended procedure for obtaining tenders

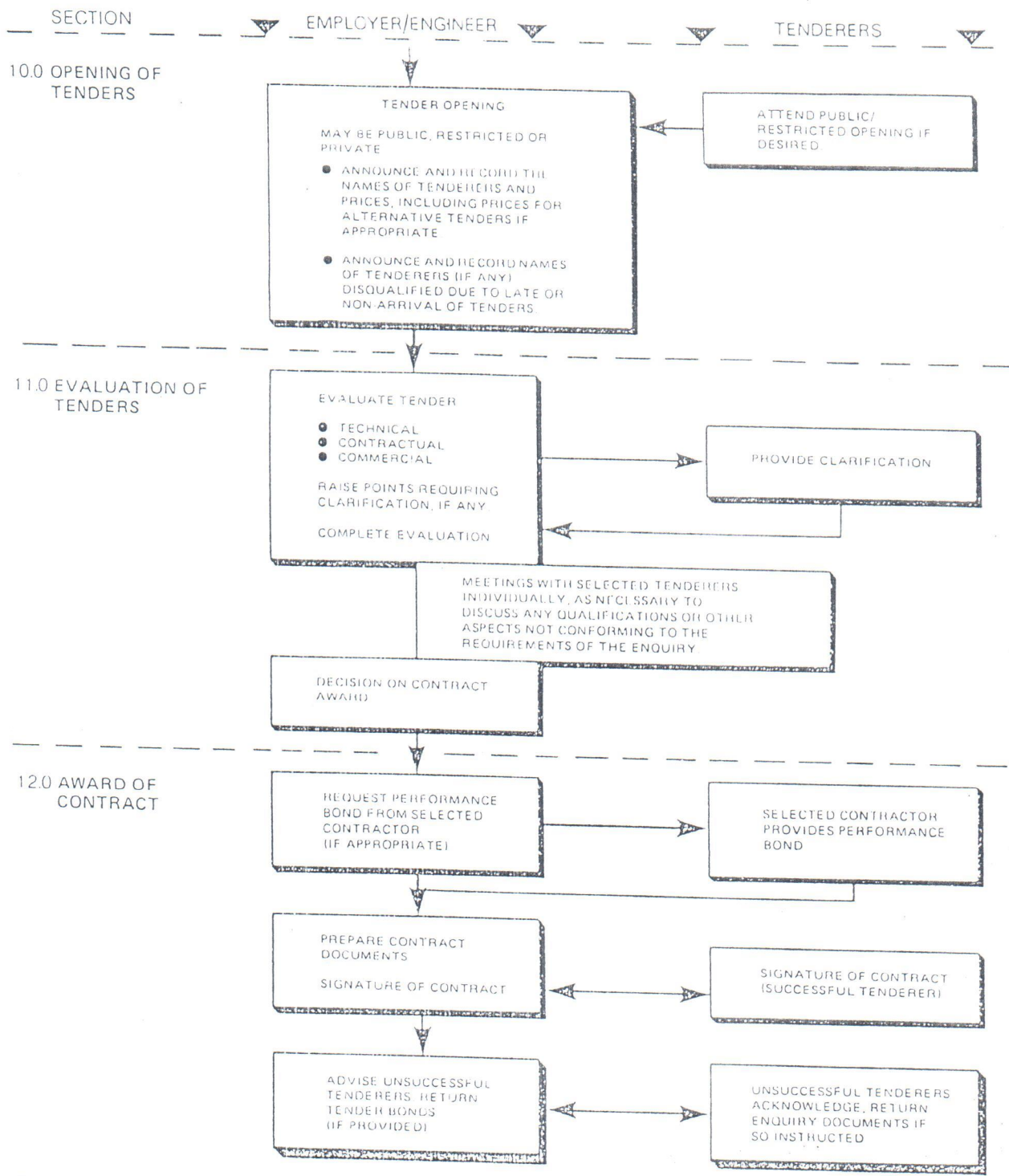


Recommended procedure
for obtaining tenders (continued)



Tendering procedure

Recommended procedure for the opening and evaluation of tenders





FEDERATION INTERNATIONALE DES INGENIEURS CONSEILS.
INTERNATIONAL FEDERATION OF CONSULTING ENGINEERS
INTERNATIONALE VEREINIGUNG BERATENDER INGENIEURE

Standard pre-qualification form for contractors

Name of Contractor:

Name of Employer:

Title of Project:

Location:

Name of Consulting Engineer:

Date:



Project:

Company:

Notes to applicants

- 1 Please answer all questions.
- 2 Supplementary pages may be inserted if required.
- 3 Additional standard pages H, L and M are available in pad form.
- 4 Please number each page in the space provided at the top of each page.
- 5 Please retain a copy of your complete submission.
- 6 If a Joint Venture is proposed, all Companies are to respond to all questions.
- 7 Project financial data is to be given in US dollars unless otherwise requested.

Standard pages

- | | |
|---------------------------------------|--|
| A Title page | H Resources: personnel 2 |
| B Notes | I Resources: plant |
| C Structure and organisation 1 | J Resources: other |
| D Structure and organisation 2 | K Experience: geographical |
| E Financial statement | L Experience: relevant projects completed |
| F Joint Venture | M Experience: projects in progress |
| G Resources: personnel 1 | N Additional information |

Please list below any additional pages attached to each standard page:



Project:

Company:

Structure and organisation 1

1 Name of Company:

Address:

Telephone number:

Telex number:

Registered office address:

2 Description of Company (for example, General Civil Engineering Contractor):

3 Number of years experience as a General Contractor – in own country:

– internationally:

4 Number of years experience as a Sub-contractor – in own country:

– internationally:

5 Names and addresses of associated Companies to be involved in the project – and whether parent/subsidiary/other:

6 If the Company is a subsidiary, what involvement, if any, will the parent Company have in the project?



Project:

Company:

Structure and organisation 2

- 7 Names and addresses of any associates the Company has in the country of the Project, knowledgeable in the procedures of customs, immigration etc:

- 8 Please indicate here or attach an organisation chart showing the Company structure including the positions of directors, and key personnel, if relevant.



Project:

Company:

Financial statement

1 Capital:

Authorised:

Issued:

2 Annual value of construction work undertaken for each of the last five years and projected for current year:

Year	Current					
Home						
Abroad						

3 Approximate value of work in hand:

4 Please attach copies of the Company's previous three years' accounts (profit/loss, assets/liabilities) and other financial data which you consider to be useful.
List all attachments below:

5 Name and address of Bankers from whom references can be obtained:



Project:

Company:

Joint Venture

If the Company intends to enter into a Joint Venture for the Project, please give the following information, otherwise state "*not applicable*":

1 Names and addresses of Joint Venture Partners:

2 Name of Company leading the Joint Venture:

3 Name and address of Bankers to the Joint Venture:

Resources: personnel 1

- Company:

Resources: personnel 2

Years of experience – with the Company:

Project:

Company:

Resources: plant

On the basis of the information provided in the pre-qualification documents please indicate the main plant and equipment considered by the Company to be necessary for undertaking the project and whether this plant is already in the Company's ownership or will be purchased or hired:



Project:

Company:

Additional information

Please add any further information which you consider to be relevant to the evaluation of your application for pre-qualification. If you wish to attach other documents please list below, otherwise state "not applicable".



Project:

Company:

Resources: other

- 1 If it is foreseen that any part of the Contract will be sub-contracted state the type of work to be undertaken by the sub-contractor(s) and, if known, give the name and address of the sub-contractor(s) to be used.

- 2 Fabrication facilities (to be completed only if relevant to the Project):

Summary:

Description:

Location:

Capacity:



Project:

Company:

Experience: geographical

- 1 Countries in which work similar to the Project has been undertaken:

-
- 2 Summary of experience of Company in the country of the Project and/or neighbouring states:



Project:

Company:

Experience: relevant projects completed

Please fill in information about the relevant projects completed over the past six years

Name of Employer	Name, location and type of projects	Name of (Consulting) Engineer responsible for supervision	Contract price and date	Percentage of participation of company in project	Was contract satisfactorily completed, including time provision



Project:

Company:

Experience: all projects in progress

Give information about all projects in progress, including those where the company has received a letter of intent, but a formal contract has not yet been awarded.

Employer	(Consulting) Engineer responsible for supervision	Location and description of the work	Percentage participation of company in the project	Value of contract	Value completed and certified	Percentage of practical completion	Scheduled date of completion of work

INSTRUCTIONS FOR TENDER

The instructions for tender normally outline the form and content of the tender as well as specify procedural and submittal requirements that the construction firm must meet. The instructions to tender usually specify the following requirements as a minimum:

- Form and content of tender.
- Where and when tender is to be submitted.
- How the tender may be submitted.
- Any bond or security required.

In addition to the mechanics of submitting the tender, there are a number of procedural requirements which are outlined in the instructions for tender. Among other things, these procedural issues usually include the following owner's rights:

- Right to reject any and all tenders.
- Right to postpone the date of tender.
- Rights regarding the selection of the successful tender.

TENDER DOCUMENTS

- Invitation To Tender
- Tender Form
- Tender Breakdown
- Builder's Quantities
- Construction Agreement
- Contract Conditions
- Insurance And Bonds
- Work Included/Excluded
- Drawings And Specifications
- Addenda
- Owner-Furnished Work
- Project Schedule

Figure V-1
List Of Tendering Documents

SITE INVESTIGATION CHECKLIST

- Project Logistics And Environment
- Access to the Project Site
- Security Requirements
- Requirements for the Protection and Underpinning of Adjacent Property and Structures
- Surface Topography and Drainage
- Indigenous Vegetation and Undergrowth
- Subsurface Soil and Water Conditions
- Underground Structures
- Demolition and Clearing

Figure V-2
Site Investigation Checklist

PROJECT LOGISTICS & ENVIRONMENT

- Physical Environment & Climate
- Economic Development
- Local Laws
- Local Customs & Culture
- Labor Skills & Availability
- Equipment & Material Availability
- Harbor, Rail & Airport Facilities
- Storage Facilities & Laydown Area
- Infrastructure & Utilities
- Local Materials & Construction Methods
- Taxes, Duties & Tariffs
- Currency Transfer
- Building Codes & Licenses
- Living Conditions & Costs

Figure V-3
Project Logistics & Environment

VARIATIONS

التعاقدات الدولية

- وصف نوع التغيير هو السائد.
- بعض التعاقدات تحدد قيمة التغيير (نسبة من البند أو العقد).
- FIDIC مزج بين الطريقتين.

Rights, Obligations & Limitations

- 1- Who may make the change? Contract
- 2- How may the change be made? In writing
- 3- What may be changed? Within scope of work.
- 4- When may the change be ordered? Start - End.

3- Exceptions

- a) Quantities vary from the estimated B.O.Q.
- b) Written confirmation to verbal order or not contradicted by the Eng. within 14 days.
- c) Contractor confirmation of a verbal order.

FIDIC Grant Eng. unlimited powers

- Except: a) Contractor method of construction.
b) Sequence or timing.

How to define scope of work under the contract?

- 1) Within the contemplation of the parties at the time the contract was drafted.
- 2) Is the changed work indispensable to complete the work?
- 3) Does the change perform basically the same function as the original?

It is important that the contract documents define the scope of the work in precise and concise language.

Variations can be identified as follows

- 1) Changes in quantity (increase or decrease).
- 2) Addition, omission or substitution of any work.

- 3) Changes in the quality of the work.
- 4) Alternations in the kind or standard of material to be used.
- 5) Design changes or modifications.

Pricing Methods (Valuation of Variations)

- 1) Unit-prices or rates contained in the contract
(Where the work is similar and carried out under similar conditions).
- 2) Unit-prices as agreed upon
(Where the work carried out has new conditions "Star Rates")
- 3) Day work or Cost-plus basis
(Where accurate measurement of the work is not possible)
- 4) Agreed lump-sum.

Power of Engineer to fix Rates

Notice shall have been given in writing

- 1) By the Contractor to the Engineer of his intention to claim extra payment or varied rate or price.
- 2) By the Engineer to the Contractor of his intention to vary a rate or price.

Variations Exceeding 10%

If, on certified completion of the whole of the works it shall be found reduction or increase > 10% excluding all fixed sums, provisional sums and allowance for dayworks results from.

- a) The aggregate effect of all variation orders.
- b) All adjustments upon measurement of estimated quantities

The amount of the contract price shall be adjusted by such sum as may be agreed between the contractor and the Engineer.

Failing agreement fixed by the Engineer having regard to all material and relevant factors including Contractors Site and General O.H costs.