

اعتماد وثائق إعادة التأهيل للموردين  
Approval of the Re-qualification Documents



استمارة رقم TBC04

Mark (✓) if the documents contain the below information:

الرجاء التحقق من اشتغال الوثائق على المعلومات التالية:

### 1 Scope of Work

- 1.1 Clear description about the scope of work
- 1.2 Specifications, standards, drawings, and designs of the requested material
- 1.3 The specifications should not include brand names, model types, country of origin, or nationality

### 2 Information related to the submission of the applications

- 2.1 Applications should be submitted electronically
- 2.2 Last date & time for submitting the applications
- 2.3 Applications should not include prices, rates, or estimates
- 2.4 The method for submitting the application

### 3 Statements to be included in RFP

- 3.1 A statement to clarify that this prequalification is governed by the Law Regulating Government Tenders & Purchases, its Implementing Regulations & Tender Board's Decisions
- 3.2 Name and job title of one or more of the buyer's employees who are authorized to contact the applicants for any clarifications
- 3.3 The applicants have the rights to file for complaints and reconsiderations against any unlawful procedures or decisions related to this invitation

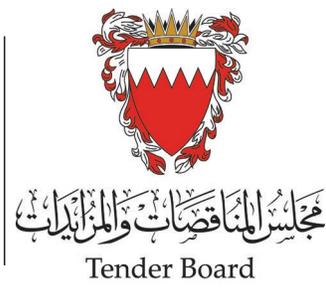
### 4 List of the required documents

- 4.1 The Commercial Registration Certificate (For Bahraini companies) or the official registration certificate (For Non-Bahraini Companies)
- 4.2 Audited Financial Reports for at least the latest three years
- 4.3 Evidence of the technical competencies, as requested in the qualification criteria.

### 5 Prequalification Criteria

- 5.1 List of the mandatory criteria (if required)
- 5.2 Mandatory criteria shall represent the 1<sup>st</sup> phase of the evaluation
- 5.3 Details of the evaluation criteria (scored criteria), the sub-criteria, and the weights
- 5.4 Determine the cut-off point for passing the evaluation

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- 5.5 Guideline for the allocation of the scores
- 5.6 The prequalification criteria should be designed for fair evaluation and not to limit the number of qualified suppliers to participate in the tenders
- 5.7 The prequalification criteria should include the evaluation of the financial soundness, experience, and performance evaluation
- 5.8 Compliance terms (e.g., should have, must have) shall not be used with the scored criteria

**6 Classification system (if required)**

- 6.1 Details of the classification system for the prequalified applicants should be included in the prequalification document (if required)
- 6.2 Criteria of the classification
- 6.3 The limitations of the classified applicants
- 6.4 The classification criteria/limitations should be fair and properly distributed

ملاحظة: يجب الحصول على موافقة المجلس على وثائق إعادة التأهيل قبل البدء في العملية، وذلك من خلال خطاب رسمي، حيث إن النظام الإلكتروني للمجلس لم يشتمل على عملية إعادة التأهيل، وعليه يتعذر الحصول على موافقة المجلس عبر النظام.

**Note:** Since the e-Tendering system does not provide the feature of approving the re-qualification documents from the Tender Board, therefore, Purchase Authorities shall obtain the approval before proceeding with the process, via an official letter.