



الرقم - SCP/ ٩/ ٢٠٢٥ (٦) ٤٤٠٦٤  
التاريخ - ٢٠٢٥-١٢-٢٠  
الموافق -

**Addendum No. 1**  
**German Financial Cooperation with the Hashemite Kingdom of Jordan**

**Tender Number: SCP 9/2025**  
**The Prequalification Documents for the**  
**Project: "Procurement of School Construction, Phases III and IV**  
**[NCB KfW No. 513099]**  
**[BMZ-No 2017 67 821]"**

**To all Applicants:**

**PREAMBLE**

These Clarifications are issued in conjunction with and form an integral part of the Prequalification Documents for the Contract: **"Procurement of School Construction, Phases III and IV, Tender No.: SCP 9/2025"**.

This Addendum may delete parts from, or insert parts into and / or revise parts of the said documents and as such this Addendum shall be deemed to govern the items or details as described.

**This Addendum consists of the following:**

1. Inquiries received from Applicants and replies to inquiries on Pre-qualification Document for Project: Procurement of School Construction, Phases III and IV.  
Several questions have been raised by Bidders. In the following table, the Queries are compiled together with the respective replies.
2. Minutes of Pre-Application Meeting held on 8<sup>th</sup> December 2025 at MoPWH offices.  
The only binding documents for the purposes of the Prequalification Phase of this Procurement are the original Prequalification Documents and this addendum with the below tabulated conditions.

No.	Query	Reply
	<b>1. Refer to ITB 4.1: The eligible local applicant who can participate in the mentioned tender should be under a classification of First (1st) Grade in Building Construction, and First (1st) Grade in Electromechanical Works and Renewable Energy, whether as a single entity or under a JV.</b> <b>Please note that any application submitted by an applicant who does not meet the required classification will be rejected without further clarification.</b>	
1.	Could please advise is if it allowable for the applicant to participate in the above mentioned project as single entity and member in consortium in the same time?	Please refer to ITA 4.2 <i>A firm may apply for prequalification both individually, and as part of a JV, or as a subcontractor. If prequalified, it will not be permitted to bid for the</i>





وزارة الأشغال العامة والإسكان

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No.	Query	Reply
		same contract both as an individual firm and as a part of the joint venture. However, a firm may participate as a subcontractor in more than one bid, but only in that capacity. All bids submitted in violation of this procedure will be rejected.
2.	We kindly request the editable Word versions of Section IV. Application Forms in order to facilitate the accurate preparation of our submission.	The editable PDF is attached
3.	Please confirm whether some of the required documents for the prequalification (such as registration certificates, documents from Jordanian Construction Contractors Association, and financial documents) may be submitted in Arabic, or if all documents must strictly be provided in English.	The Arabic version of the documents is acceptable; For the purposes of contracting, all documents will need to be provided in the prevailing English language (either in English or translated into English) upon award.
4.	We kindly request clarification on ITA 11.1(f) item No. 7 of the additional documents related to the Tax Clearance Certificate, please advise regarding the referenced MOE letter and the required Tax Clearance Certificate form.	Attached is a copy of the Letter no. 14/80/23498 issued by MoE dated 18/5/2023.
5.	Please clarify regarding the "Declaration of Tax Conformity" forms included in the Application Forms (Appendix 1), please confirm whether these forms are to be signed and submitted by our company, or if they are intended for the Consultant as stated in the signature field and not required from us.	The Declaration of Tax Conformity is to be signed by the Applicant and the financial Auditor.
6.	Regarding the minimum annual turnover 7 million EUR, we suggest to put alternatives to this requirements to be 5 million EUR, or made the similar project area to be 4000 sq.m	Please note that the requirement under this criterion is <b>the average annual turnover</b> .
7.	With reference to the above-mentioned tender, you are kindly requested to provide us with the word version or editable PDF of the application forms, in order to fill and submit them properly as per the project requirements	Refer to Answer 2
8.	In Reference to Instructions for Determining EUR Equivalent of Monetary Amounts Page 23 <b>Construction Turnover or Financial Data (per year):</b> <b>Use the exchange rate prevailing on 1st November 2025, as issued by the Central Bank of Jordan.</b> <b>- Value of Single Contract: Use the exchange rate prevailing on 1st November 2025, as issued by the</b>	<b>Use the exchange rate prevailing on 2nd November 2025, as issued by the Central Bank of Jordan.</b>



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No.	Query	Reply
	<p><b>Central Bank of Jordan.</b>  <b>- Other Supporting Documents: Use the exchange rate prevailing on 1st November 2025, as issued by the Central Bank of Jordan. The exchange rates shall be taken from the publicly available rate published by the Central Bank of Jordan. Any error in determining the exchange rates in the application may be corrected by the Employer.</b>                      When we returned to the Central Bank of Jordan website, the exchange rate on Saturday dated 01/11/2025 did not exist, so please provide us with the approved exchange rate on 02/11/2025 or 30/10/2025?</p>	
9.	<p><b>Kindly extend the clarification period for three weeks</b> to allow sufficient time for a comprehensive review and for other related institutions (Bank, JCA, Independent Auditing Companies, ... etc.) to verify and to issue the prequalification documents, and especially considering the upcoming holiday seasons (Christmas and New Year) which may affect the issuance of the required documents on time.</p>	<p>Please note that the last day of submission of the applications is extended to the <b>5<sup>th</sup> of January 2026</b> In the same time and place mentioned in the invitation and Prequalification Document.  <b>The opening of the Applications will be on 5<sup>th</sup> of January 2026, at 03:30 PM (Jordan local time).</b></p>
10.	<p><b>Please extend the tender submission deadline for two weeks after clarification responses</b> to enable us to complete the required work after receiving the clarification responses. This extension is essential to enable us to finalize the required submissions after receiving the official clarifications and especially considering the upcoming holiday seasons (Christmas and New Year).</p>	<p>Refer to Answer 9</p>
11.	<p><b>In reference to ITA 27.5(c)</b>, which states that an application shall be considered prequalified if it scores at least 70 out of 100 points, we kindly request clarification regarding the detailed scoring criteria for all sections of the application, other than Form No. 5 which accounts for 27 points. Please clarify how the remaining points are distributed and assessed.</p>	<p>The minimum score for ESHS criteria is 20 (out of 27) points, and all other criteria are evaluated on a pass/fail basis</p>
12.	<p><b>Kindly clarify the application to determine the value of the EUR exchange rate dated 1 November 2025.</b> And if it is ok to use historical data from the internet to determine the exchange rate of EUR for calculating the turn over for the past five years. Please confirm whether all historical financial figures are required to be recalculated using the specified exchange rate, or if it is acceptable to use the actual exchange rate applicable for each respective year</p>	<p>Refer to answer no 8</p>





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No.	Query	Reply
	separately.	
13.	Kindly clarify the maximum number of projects that can be detailed in Form EXP-4.2(b) "Construction Experience in key activities".	If the Minimum three (3) contracts (projects) have the required key activities, no need to add extra projects.
14.	<b>In Form EXP-4.2(b); and in case of Work Trade or System comprising many activity items with different units of measurement (i.e., Structural, Finishing, Lighting, Firefighting, ....) kindly clarify what unit or scale to use to quantify or to determine the scaling of quantity of each related key activity.</b>	Refer to answer 13
15.	<b>In Section III, No. 3.4, Form Fin-3.2, please confirm that the requested Average Annual Construction Turn Over for the last five years is 7.0M EUR, not the minimum annual is 7.0M EUR for the last five years.</b>	Refer to answer 6
16.	<b>Please confirm that it is accepted to extend Contracts (Projects) based on Unified Contract for Construction Projects edition 2010 and above ( عقد ( المقاوله الموحد للمشاريع الإنشائية بكافة إصداراته used by Ministry of Public Works &amp; Housing as a correspondence to FIDIC Pink or Red Book Contract conditions, in Form EXP-4.2(a).</b>	Confirmed that the local Jordan contract form is also considered under FIDIC contracts
17.	Can the supporting documents be accepted in Arabic language, given that they are issued by the authorized entities in that language?	Refer to answer 3
18.	In the technical qualification documents, form 4.2b (construction experience in key activities) is included. Is it required to complete this form for all projects that were listed in Form 4.2a	Refer to answer 13
19.	We kindly request your support in extending the deadline for submitting clarifications and inquiries related to the tender by an additional <b>٢ Weeks</b> . This extension will allow us to finalize our review and ensure the submission of accurate and comprehensive queries in line with the tender requirements	Refer to answer 9
20.	Kindly provide us with the prequalification formats in Word (.docx) format.	Refer to Answer 2
21.	Please confirm we should submitted one original and two copies as per requested in the invitation letter on one original and one copy as per mention in the tender documents	Refer to ITA 15.2 In addition to the original, the number and type of copies to be submitted with the Application are: three (3) hard







وزارة الأشغال العامة والإسكان

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No.	Query	Reply
		copies and two (2) soft copies (in PDF format signed and stamped scanned copy (from the original copy) on USB flash disc)
22.	For Form EQP – 4.3 - Could you please confirm whether we are required to attach copies of the equipment and machinery licenses as part of the submission, or if completing the designated forms alone will be sufficient to meet the requirements?	No need for all details, just fill the required form with the proposed Equipment without the license
23.	With reference to the submission requirements, we kindly request your clarification on the following: Is it sufficient at this stage to complete only Form 5.7, or are detailed CVs of the proposed personnel also required at this stage? Alternatively, will the submission of detailed CVs be requested during the second stage of the process?	As mentioned under the form, "Do not attach CVs as no personnel evaluation is carried out at the prequalification stage." Complete only the forms in this stage
	Missing Documents (Attached)	
24.	MPWH circular No. (A-4-39-1142) dated 27/5/2010	Attached a copy
25.	Letter no. 14/80/23498 issued by MOE dated 18/05/2023	Attached a copy

Best regards,,,

**Chairman of the Special Tender Committee**  
**Secretary General of Ministry of Public Works and Housing for technical affairs**

**Dr. Jamal Saleh Qtaishat**

Secretary General for Technical Affairs  
Dr. Jamal Saleh Qtaishat

CC: H.E. Minister of Education and Minister of Higher Education.  
CC: H.E. Minister Public Works & Housing.  
CC: H.E. Secretary General of Ministry of Public Works and Housing for technical affairs.  
CC: Managing Director of Buildings.  
CC: Managing Director of Technical Affairs of supporting operations.  
CC: Managing Director of the Unit of Internal Audit.  
CC: KfW Office Amman/phone: 5854378/ Fax: 5854573  
CC: Director of internal auditing for buildings.  
CC: Director of Building Studies.  
CC: Director of Implementation and Maintenance of school Buildings.  
CC: Director of the Unit of Internal Audit for Buildings.  
CC: Director of Follow up and Information  
CC: Gopa office at MPWH

Attachments:

1. Soft editable copy of Applicant Forms.
2. MPWH circular No. (A-4-39-1142) dated 27/5/2010.
3. Letter no. 148023498 issued by MoE dated 18/5/2023.
4. Minutes of Pre-Application Meeting held on 8th December 2025 at MoPWH offices



## MINUTES OF MEETING –Pre-Application Meeting

Meeting Typ: Coordination Meeting

Date: Tuesday, 8 December 2025

Location: MoPWH – Ahl Alazm Theatre

Start Time: 10:00

MoM Prepared by: GOPA Tech

End Time: 11:00

Distributed to all key stakeholders from MoPWH, KfW, MoE and GOPA Tech.

Participants	Organization	Title
Eng. Eman Obaidat	MoPWH	Managing Director of Buildings
Eng. Eman AlHeyari	MoPWH	Director of Buildings Studies
Eng. Bassima shehan	MoPWH	Director of Implementation and Maintenance of School Buildings
Eng. Rula Al-Tamimi	MoPWH	Division Head – Educational Buildings
Eng. Liza Halaseh	Engicon	National Procurement Expert
Eng. Nedaa Halaseh	GOPA	International Procurement Expert
Eng. Maysoon Al-Hiyari	GOPA	Deputy Team Leader & Project Manager
Eng. Ashraf Al Maani	GOPA	ESHS Expert
Eng. Mohammad Al-bataineh	GOPA	Project Assistant

Participants: Interested Bidders ( 20) as attached sign sheet

## Topics Discussed During the Meeting:

## Discussion points :

- Eng. Eman Obaidat, Managing Director of Buildings, welcomed the participants and provided an overview of the project, including the number of schools, their respective regions, and details of the packages.
- The GOPA/Engicon team presented the following items:
  - **Tender Overview:**  
the project scope and general requirements for the School Construction Project (SCP III & IV) to the attendees. They also provided an explanation of the key elements of the tender documents.
  - **Tender Documents:**  
Additionally, the tender documents were reviewed, and bidders were advised to thoroughly examine all sections prior to submitting their proposals
  - **Method of Application:**  
The procedure for tender submission was explained, including the eligibility requirements and submission deadlines outlined in the tender documents.
  - **Clarifications and Questions:**  
It was clearly emphasized and confirmed to all attendees that all questions, clarifications, and inquiries related to the tender must be submitted in writing, as specified in the tender documents. Verbal inquiries will not be considered

## Action Items:

- Interested bidders are required to submit any questions or requests for clarification in writing within the specified period indicated in the tender documents.
- The Ministry will provide responses to all participants through a signed addendum.

## Meeting Closure :

The meeting concluded after covering the general tender-related information, and participants were thanked for their attendance.

**The Hashemite Kingdom of Jordan  
Ministry of Public Works & Housing****Government Tenders Department****No.: A-4-39 1142****Date: 27/05/2010**

Your Excellency,

**Subject: Registration of Non-Jordanian Companies**

For the purpose of regulating the work of engineering offices, engineering and consulting companies, and non-Jordanian contracting companies in the construction sector within the Hashemite Kingdom of Jordan, kindly be informed of the following:

**First:** The circular issued under my letter No. A/4/39/169 dated 15/01/2004 is hereby canceled.

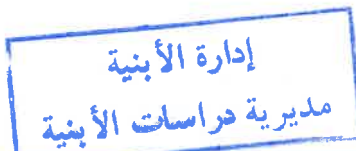
**Second:** Based on the provisions of Articles (23) and (24) of the Jordanian Engineers Association Law No. (15) of 1972 and its subsequent amendments, as well as the regulations and instructions issued thereunder, no engineering office, engineering company, consulting company, or non-Jordanian contracting company is allowed to operate in the Kingdom unless it is registered with the Jordanian Engineers Association and complies with the provisions of the aforementioned law and the regulations and instructions issued thereunder.

**Third:** Based on the provisions of Articles (16) and (18) of the Construction Contractors Law No. (13) of 1987, no non-Jordanian contractor is allowed to execute any contract in the Kingdom unless they are officially registered in their home country, actively practicing contracting work there, registered with the Ministry of Industry and Trade in the Kingdom under the applicable Companies Law, and registered with the Jordanian Construction Contractors Association.

**Fourth:** Accordingly, all government departments, official and semi-official institutions, municipal councils, and public and private entities must ensure that non-Jordanian engineering offices, engineering and consulting companies, and contracting companies are registered in accordance with the provisions of the Jordanian Engineers Association Law and the regulations and instructions issued under it, as well as in accordance with the provisions of the Construction Contractors Law, before entering into any contracts with them.

**Fifth:** All tender committees must circulate decisions regarding the awarding of tenders to non-Jordanian engineering offices, engineering and consulting companies, and contracting companies, emphasizing the necessity of registering non-Jordanian companies in accordance with the principles outlined above.

**Sixth:** Non-Jordanian engineering offices, consulting companies, and contracting companies are required to obtain a clearance certificate from the Jordanian Engineers Association and the Jordanian Construction Contractors Association, confirming the settlement of their obligations before the final financial dues owed to them are paid, in accordance with the governing legislation in this regard.



**Seventh:** These instructions apply to non-Jordanian engineering offices, engineering and consulting companies, and contracting companies, whether operating individually, in partnership, or in alliance with Jordanian companies.

Kindly direct adherence to the above.

*Yours Sincerely,*

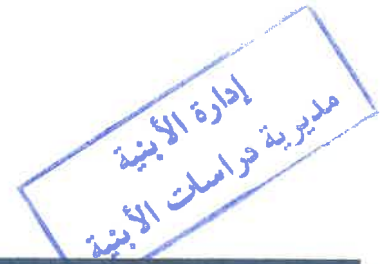
**Minister of Public Works and Housing**

**Dr. Mohammed Taleb Obeidat**

*(Signed)*

Copy/His Excellency the Director General of the Government Tenders Department  
Copy/ His Excellency the Director General of the Government Buildings Department  
Copy/His Excellency the Secretary General of the Ministry of Public Works and Housing  
Copy/His Excellency the Secretary General of the General Corporation for Housing and Urban Development  
Copy/His Excellency the President of the Jordanian Engineers Association  
Copy/His Excellency the President of the Jordanian Construction Contractors Association  
Copy/His Excellency the Chairman of the Engineering and Consulting Offices Authority  
Copy/Director of Classification and Qualification  
Copy/Director of Tenders

**Official seal – 07/06/2010 – No. 5672**





لرغم  
التاريخ ٢٩-٤-١١٤٢  
الموافق ٢٠١٠/١٥/٢٧

معاني  
عظيمة  
سجادة

الموضوع: تسجيل الشركات غير الأردنية

للمعاملات تنظيم العمل في المكاتب الهندسية والشركات الهندسية والاستشارية وهركات  
المقاولات غير الأردنية في قطاع الانشاءات داخل المملكة الأردنية الهاشمية.

أرجو التفضل بالعلم بما يلي :-

ثانياً: استناداً لأحكام المادتين (٢٣)، (٢٤) من قانون رقم ١٦٩/٢٩/٤ رقم ع ١٦٩/٢٩/٤ تاريخ ٢٠٠٦/١/١٥.

١٩٧٢ وما طرأ عليه من تعديلات والأنظمة والتعليمات الصادرة بموجبه فإنه لا يسمح لأي مكتب أو شركة هندسية أو شركة استشارية أو شركة مقاولات غير أردنية ممارسة العمل في المملكة ما لم تكن مسجلة في نقابة المهندسين الأردنيين ومتماشية مع أحكام القانون المشار إليه والأنظمة والتعليمات الصادرة بموجبه.

**الثالث:** استناداً لأحكام المادتين (١٦) و (١٨) من قانون مقاولي الإنشاءات رقم (١٣) لسنة ١٩٨٧ فإنه لا يسمح لأي مقاول غير أردني تنفيذ أي مقالة في المملكة ما لم يكن مسجلاً لدى الجهات الرسمية في بلاده وممارس لأعمال المقاولات فيها، وأن يكون مسجلاً لدى وزارة الصناعة والتجارة في المملكة وفق أحكام قانون الشركات المعمول به وأن يكون مسجلاً في نقابة مقاولي الإنشاءات الأردنيين.

رابعاً: بناءً على ما تقدم فإنه يتوجب على أية دائرة من الدوائر الحكومية والمؤسسات الرسمية وشبه الرسمية وال مجالس البلدية والهيئات العامة والخاصة التأكد من تسجيل المكاتب الهندسية والشركات الهندسية والاستشارية وشركات القاولات غير الأردنية ولتتألف لائحة قانُون نقابة المهندسين الأردنيين واللائحة والتعليمات الصادرة بموجبها ووفقاً لأحكام قانون مقاولي الانشاءات وذلك قبل التعاقد مع أي منها.

ملفوظات - ۱۳۲۰ م ب. ۱۲۲۰ هـ / ۱۹۰۵ م  
Tel: 5559011 - 16 P.O.Box 1620 Port Code 11118 FELTIRG 5577593 - 5577639 E-mail: pm@fcl.gov.jo

إدارة الأبنية  
مديرية دراسات الأبنية

الجمهورية العربية السورية  
وزارة المواصلات الحكومية

لرسم ٣٩-٤٠٤  
التاريخ ١١٤٢  
الموافق ٢٠١٠/١٥/٢٢

لجانباً على كافة لجان المعلومات تقديم آراءات إحالة المعلومات على المكاتب الهندسية والشركات الهندسية والاستشارية وشركات المقاولات غير الأردنية إشارة إلى ضرورة تسجيل الشركات غير الأردنية حسب الأصول البينة اعلاه.

بموجب الزام حصول (المكاتب الهندسية والشركات الإستشارية وشركات المقاولات غير الأردنية) على براءة ذمة من نقابة المهندسين ونقابة مقاولي الانشاءات الأردنيين تفيد بإنهاء التزامات المكاتب الهندسية والشركات الاستشارية وشركات المقاولات غير الأردنية قبل دفع الاستحقاقات المالية النهائية المترتبة لصالح النقابتين بموجب التشريعات المعممة بهذا الخصوص.

وبناءً على تسري هذه التعليمات على المكاتب الهندسية والشركات الهندسية والاستشارية وشركات المقاولات غير الأردنية سواء كانت منفردة أو بالشاركة أو بالائتلاف مع شركات أردنية .  
زاجياً الإيعاز للتقيد بما جاء اعلاه.

بالتسليم والتقبل والتحياتي

وزير الأشغال العامة والإسكان  
الدكتور محمد طالب عبيدات

نسخة: مديرة عام دائرة المواصلات الحكومية  
نسخة: مديرة عام دائرة الأبنية الحكومية  
نسخة: مديرة عام وزارة الأشغال العامة والإسكان  
نسخة: مديرة عام المؤسسة العامة للإسكان والتطوير الحضري  
نسخة: مديرة لتيب الهندسة من الأردن  
نسخة: مديرة لتيب مقاولي الانشاءات الأردنية  
نسخة: مديرة هيئة المكاتب الهندسية والاستشارية  
نسخة: مديرة التصاريح والتأجيلات  
نسخة: مديرة المقاولات

إدارة الأبنية  
مديرية دراسات الأبنية



MINISTRY OF EDUCATION

Ref.No 14/80/23498  
Date 18/5/2023

**KFW Development Bank  
Director Middle East**

**Subject: German Financial Cooperation with Jordan - Withholding Tax and national contribution**

**Dear Mr. Jan,**

The Ministry of Education extends its sincere gratitude to KFW for its support to the Jordanian education sector.

Reference is made to MOE's letters Ref. 49/170/23895 date 30/6/2021, Ref.14/80/27991 date 3/8/2021 (copies attached), and the last intergovernmental negotiations between Jordan and Germany celebrated in October 2022.

The MOE agrees on amend the reimbursement procedure agreed with MoE for the school construction programs funded by German Government and EU to covering all kinds of taxes, duties or any other governmental fees for the projects.

Therefore, MOE is committed to bearing (reimbursing) sales tax, customs, and duties in addition to Paying directly to the authorities "in case the contractor is not registered in Jordan and reimbursing in case it is registered in Jordan" the withholding tax and national contribution incurred in the contracts financed with the project within a period of 90 days after certification by the respective authority.

**Thank you for your cooperation**

**Minister of Education**

**Prof. Dr. Azmi Mahafzah**

إدارة الأبنية  
مديرية دراسات الأبنية



إدارة الأبنية  
مديرية دراسات الأبنية



MINISTRY OF EDUCATION

Ref.No 14/80/2799/

Date 3/9/2021

KfW

Att.: Ms. Vania Vega-Ojopi

Vania.Vega-Ojopi@kfw.de

Federal Republic of Germany

**Subject: German Financial Cooperation with Jordan – Sales and Import Duties in KfW- Financed Projects**

In reference to the KfW letter titled ***“German Financial Cooperation with Jordan – Sales and Import Duties in KfW- Financed Projects”*** sent on May 25<sup>th</sup>, 2021. This letter serves to provide the latest update on the issue and inform you of recent findings in regards to taxes applied to imported duties that would require an amendment to the framework of our cooperation and future tender documents.

The letter referenced above stated that *“the Project Executing Agency confirms that it will pay any customs and duties related to the Project directly to the relevant authorities (no reimbursement)”*. After investigating the matter further, we determined that MoE has no such mechanism to directly pay to the relevant authority. Developing such a mechanism would require time that might jeopardize the project's progress and cause delays. Therefore, we require that any clauses relative to materials importing duties be amended similar to the treatment of sales taxes, where the responsible line Ministry of Education will *“Bear (reimburse) sales tax in addition to all customs and duties incurred in the contracts financed with the project within a period of 30 days after certification by the respective authority”*. The reasons behind our changing suggestion are:

As advised by H.E The Minister of Public Works and Housing (MPWH) in his letter to KfW dated 15 July 2021, numbered 1/2019/KFW/25627, and his letter to H.E The Minister of Education and Minister of Higher Education and Scientific Research dated 15 July 2021, numbered 1/2019/KFW/25625, the reasons behind our changing suggestion are:

THE HASHEMITE KINGDOM OF JORDAN

TEL: +962 6 5607181 FAX: +962 6 5666019 P.O.BOX: 1646 AMMAN, 11118 JORDAN. ELECTRONIC WEBSITE: [www.moe.gov.jo](http://www.moe.gov.jo)

إدارة الأبنية  
مديرية دراسات الأبنية

إدارة الأبنية  
مديرية دراسات الأبنية

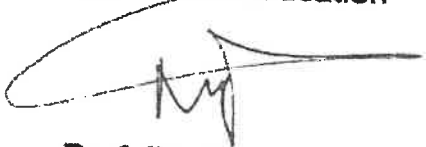
- Prevent any possible delays when paying the customs and duties directly to the relevant authority,
- Prevent delays in the equipment and/or materials being released causing extra ground fees,
- Prevent any delays that may affect the whole construction timeline of the project causing potential claims.

MPWH gave approval on the attached copy of revised text for the wording regarding taxes and customs duties for all future EU and FC contracts. The proposed changes are marked in red. For further clarity, the financial proposal and bids shall be calculated exclusive of sales tax and Customs duties (including customs duties for temporary imports) which will be directly paid by the consultant (respective contractor), its sub-consultants, and experts and reimbursed by the Ministry of Education within a period of 30 days after certification by the respective authority.

The amendments described above shall be reflected in all future tender documents and instructions for bidders and ensure a smooth implementation of the project.

Thank you for all your efforts to support this important programme,

Minister of Education



Prof. Dr. Mohammad Abu Qudais

CC: H.E. Minister of Public Works and Housing

CC: Secretary General for Financial and Administrative Issues / MoE

CC: Development Coordination Unit / MOE

CC: Managing Director of Building/ MOE.

Attachment: The approved formulation approved by STC members to be included in the Tender Documents for all KFW and EU funded School Construction Programmes SCP 1-IV, SCL and EU-funded.

إدارة الأبنية  
مديرية دراسات الأبنية

إدارة الأبنية  
مديرية دراسات الأبنية



قراسل



وزارة التربية والتعليم

49/170/23895  
30/6/2021

Subject: Tender No. (1/2019KfW) for the preparation of studies, designs, tender documents and supervisions of the execution of the (18) schools in various sites within the Kingdom of Jordan funded through KfW for both Components, EU and FC and SCP I, II, III, IV, and SCL.

الرقم  
التاريخ  
الموافق

— Your excellency Minister of Public Works and Housing.

Reference is made to KfW's official letter (STIS) dated 25 May 2021 sent to His Excellency Minister of Finance and a copy to Minister of International Planning and International Cooperation, MoE:

1. is committed to bear (reimburse) all sales taxes incurred in the contracts financed within the project within a period of 30 days after the issuance of the respective invoice for the contractors after it is certified from the relevant authorities
2. will bear and pay any customs and duties related to the project directly to the contractor (reimburse) within 30 days of the respective invoice (to prevent any possible delay within the timeline of the construction phase).

All other taxes, duties, levies and fees payable by the Consultant (respectively Contractor), its Sub-consultants and Experts inside and outside the Employer's country shall be included in the overheads and reflected in the unit prices.

MoE and MoPWH, as the Project Execution Agency, shall explicitly specify that the tax sales, customs and duties shall be paid to the Consultant, supplier and construction companies as a separate part of the tender documents. This shall be for both Components, German Financial Cooperation (FC) and European Union (EU), and School Construction Programmes (SCP) including SCP I & II, SCP III & IV and School Construction Loan (SCL). This shall be the case if this Ministry (MoE) does not get a tax exemption from all Local taxes including sales tax, stamps, customs and duties that might be induced on the construction of the above mentioned Programmes.

Thank you for your cooperation,

Minister of Education  
Prof. Dr. Mohammad Abu Qudais

Copies:

CC: SGs at MOE

CC: KfW office in Jordan

CC: Consultant Dorsch Offices at MoPWH

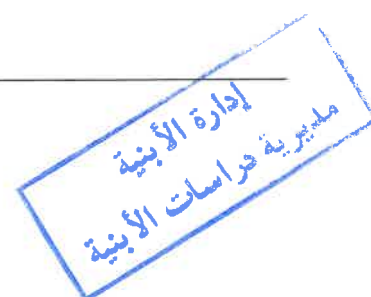
إدارة الأبنية  
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## Section IV. Application Forms

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## Application Submission Sheet

Date: *[insert day, month, year]*

NCB No.: *[insert NCB number]*

To: *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the referenced NCB and declare that:

- (a) we have examined and have no reservations to the prequalification documents, including Addenda No., issued in accordance with ITA Clause 8: *[insert the number and issuing date of each addenda]*;
- (b) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.3: *[insert the nationality of the Applicant, including that of all parties in case of a JV, and the nationality of each already identified subcontractor and supplier of related services, if applicable]*;
- (c) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification do not have any conflict of interest, in accordance with ITA Sub-Clause 4.4;
- (d) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by KfW, and/or we are not subject to sanction from either Germany, the European Union or the United Nations in accordance with the lists of exclusion established by these institutions regarding fight against terrorism in accordance with ITA Sub-Clause 4.3;
- (e) [we are not a government owned entity, **or**, we meet the requirements of ITA Sub-Clause 4.1];
- (f) we, including any major subcontractors and suppliers declare that we fully respect ILO Core Labour Standards in our business practice in accordance with ITA Sub-Clause 4.3 and Form COC-5.6;
- (g) we, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the works: *[insert any of the key activities identified in Section III- 4.2 which the Applicant intends to subcontract]*;
- (h) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants, in accordance with ITA Clause 26.



Signed *[insert signature of the Applicant's representative, authorized in accordance with ITA 4.1, whose name and capacity are shown below]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of:

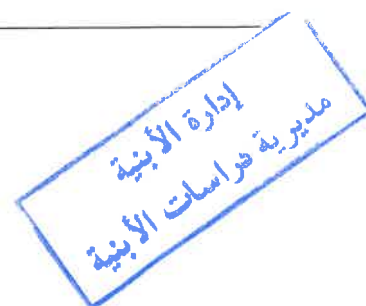
Applicant's Name *[insert full name of Applicant]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*.

Attachments:

Power of attorney, authorizing the Applicant's representative to act for and on behalf of the Applicant, in accordance with ITA 4.1.



## Declaration of Undertaking

Reference name of the Application/Offer/Contract:

("Contract")<sup>9</sup>

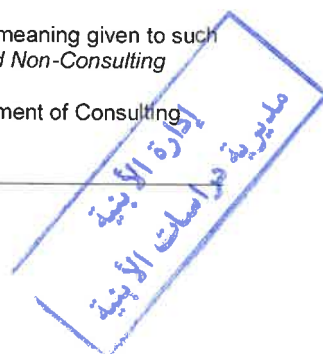
To:

("Project Executing Agency")

1. We recognise and accept that KfW only finances projects of the Project Executing Agency ("PEA")<sup>10</sup> subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.
2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:
  - 2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;
  - 2.2) having been convicted by a final judgment or a final administrative decision or a preliminary investigation/charge is pending against us for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings, or have been subject to (financial) sanctions and/or embargo provisions by the United Nations, the European Union or the Federal Republic of Germany. This exclusion criterion is also applicable to legal persons whose shares (or the majority thereof) are owned or de facto controlled by natural or legal persons against whom such judgments, administrative decisions, (financial) sanctions and/or embargoes have been imposed and – in the case of (financial) sanctions and/or embargoes – these restrictive measures continue to apply;
  - 2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (*in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction*);
  - 2.4) having been subject, within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5) not having fulfilled the applicable fiscal obligations with regard to the payment of taxes at the respective tax residence and in the country of origin of the PEA (*contractors based in Annex 1 countries* (<https://www.consilium.europa.eu/de/policies/eu-list-of-non-cooperative->

<sup>9</sup> Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW's "Guidelines for the Procurement of Consulting Services, Works, Goods, Plant and Non-Consulting Services in Financial Cooperation with Partner Countries".

<sup>10</sup> The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services.



*jurisdictions/ must submit a fully completed and legally countersigned declaration of tax conformity (Appendix 1 to the Declaration of Undertaking) in addition to the Declaration of Undertaking at the time of award of the contract/contract review. This shall become an integral part of the contract. Failure to submit may result in exclusion from the awarding procedure. For contractors based in countries not listed as Annex I countries, only the Declaration of Undertaking must be submitted, and not the declaration of tax conformity;*

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction); or

2.7) being guilty of misrepresentation in supplying the information required as condition to participation in this Tender Procedure.

3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:

3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;

3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;

3.5) in the case of procurement of Works, Plant or Goods:

- i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
- ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.
6. In the context of the Tender Process and performance of the corresponding Contract:



6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice, or violate the Guidelines during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation<sup>11</sup> (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an auditor appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on the spot checks and to ensure access to sites and the respective project.
8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case for at least six years from the date of fulfillment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

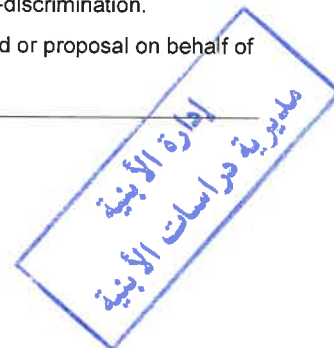
Duly empowered to sign in the name and on behalf of<sup>12</sup>: \_\_\_\_\_

Signature: \_\_\_\_\_

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

<sup>11</sup> In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant/Bidder/Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

<sup>12</sup> In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder.





**Appendix 1****Declaration of tax conformity – binding confirmation for legal persons****Name of company**

I hereby confirm with my signature that:

1. I am authorised to make this declaration on behalf of the above company;
2. the company properly pays all taxes in accordance with the tax laws of the country in which the company is domiciled;
3. the company is not currently nor has been in the past involved in any legal proceedings concerning the taxation of the company;
4. the company will duly pay taxes that may arise from the provision of contracted services;
5. all information and statements provided in advance are complete, accurate in terms of content and currently correct.

.....

(Place)

.....

(Date)

.....

(Name of the consultant)

.....

(Signature(s))



**Appendix 1**  
**Declaration of tax conformity – binding confirmation for natural persons**

I hereby confirm with my signature that:

1. I make this declaration in my name/on my own account;
2. I duly pay taxes that I am obliged to pay under the tax law of my country of residence;
3. I am not currently involved in tax law court proceedings, nor have I been in the past;
4. I will duly pay taxes that may arise from the provision of contracted services;
5. I have filled in all the information and statements of this confirmation in full, accurately in terms of content and that they are up to date at this time.

.....  
(Place)

.....  
(Date)

.....  
(Name of the person)

.....  
(Signature)



## Form ELI-1.1

### Applicant Information Form

Date: \_\_\_\_\_  
 NCB No. and title: \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_ pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's legal structure and ownership structure Legal structure: <i>[provide details]</i> Ownership structure: <i>[provide details of direct and indirect ownership]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. General Presentation of the Applicant (name, legal structure, business areas, subsidiaries and shareholdings, number of staff, etc.) 2. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.1. <input type="checkbox"/> In case of JV, JV agreement, in accordance with ITA 4.1 or Declaration of Association as per ELI 1.2(b). <input type="checkbox"/> In case of Government-owned enterprise or institution, in accordance with ITA 4.3 documents establishing: - Legal and financial autonomy - Operation under commercial law - Establishing that the Applicant is not a dependent agency of the Employer. 3. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.





## Form ELI-1.2 (a)

### Applicant's JV Information Form

*[The following table shall be filled by each member of a JV and, if applicable, by any specialized subcontractor]*

Date: \_\_\_\_\_

NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Each Applicant that is a JV Party and each nominated subcontractor in accordance with ITA 24 must submit this information.

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's legal structure and ownership structure: Legal structure: <i>[provide details]</i> Ownership structure: <i>[provide details of direct and indirect ownership]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
<p>1. General Presentation of the Applicant (name, legal structure, business areas, subsidiaries and shareholdings, number of staff, etc.)</p> <p>2. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.1.</p> <p><input type="checkbox"/> In case of JV, JV agreement, in accordance with ITA 4.1 or Declaration of Association as per ELI 1.2(b).</p> <p><input type="checkbox"/> In case of Government-owned enterprise or institution, in accordance with ITA 4.3 documents establishing:</p> <ul style="list-style-type: none"> <li>- Legal and financial autonomy</li> <li>- Operation under commercial law</li> <li>- Establishing that the Applicant is not a dependent agency of the Employer.</li> </ul> <p>3. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>



## Form ELI-1.2 (b) Declaration of Association

*[The following form shall be provided by each member of a Joint Venture and, if applicable, by any specialized subcontractor, nominated in accordance with ITA 24]*

Date: \_\_\_\_\_  
NCB No. and title: \_\_\_\_\_  
Page \_\_\_\_\_ of \_\_\_\_\_ pages

We hereby declare our intent to associate with the following firms for the purpose of forming a *[insert here "joint venture"]*:

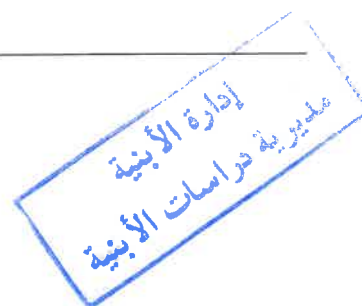
*[Insert the names of the other JV Members here]*

*[Insert the name of the Lead Member]* shall be the Lead Member.

We hereby confirm that we have not associated with any other firms for the purposes of this assignment and that we will not submit an Application separately from the firms listed above. Further, we understand that if one of the above JV Members appears as a member in more than one Application, all Applications in which the Member appears shall be disqualified.

In the event that this JV is awarded a Contract, we shall perform the works in the composition and in the form of cooperation described above.

*[Signature of the authorised representative of the Member]*



## Form CON-2

### Historical Contract Non-Performance, Pending Litigation and Litigation History

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

NCB No. and title: *[insert NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification and Evaluation			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January <i>[insert current year number less 5]</i> specified in Section III, Qualification and Evaluation, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January <i>[insert current year number less 5]</i> specified in Section III, Qualification and Evaluation, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and EUR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>



Pending Litigation, in accordance with Section III, Qualification and Evaluation			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification and Evaluation, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification and Evaluation, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), EUR Equivalent (exchange rate)
[insert year]	[insert amount]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Employer" or "Contractor"] Status of dispute: [Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]	[insert amount]



## Form FIN-3.1

### Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each JV Member]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

NCB No. and title: *[insert NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

#### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate, EUR equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					



## 2. Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualification and Evaluation, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or JV member , and not an affiliated entity (such as parent company or subsidiary).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements<sup>13</sup> for the *[number]* years required above; and complying with the requirements

<sup>13</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of application, the reason for this should be justified.



## Form FIN-3.2

### Average Annual Construction Turnover

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

NCB No. and title: *[insert NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	EUR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>	<i>[insert exchange rates used to calculate the EUR equivalent]</i>	<i>[insert EUR equivalent]</i>
Average Annual Construction Turnover *			

- \* Total EUR equivalent for all years divided by the total number of years. See Section III, Qualification and Evaluation, Clause 3.2.



### Form FIN-3.3 Sources of Finance

*[The following table shall be filled in for the Applicant and all members combined in case of a Joint Venture]*

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Qualification and Evaluation.

Financial Resources		
No.	Source of financing	Amount (EUR equivalent)
1		
2		
3		





### Form FIN-3.4

## Current Contract Commitments / Works in Progress

*[The following table shall be filled in for the Applicant and all members combined in case of a Joint Venture]*

Applicants and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current EUR Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [EUR / month]
1					
2					
3					
4					
5					



### Form FIN-3.5 (Additional) Line of Credit Template (Indication only)

*[Insert Bank Letterhead or Logo]*

Date: *[Insert Date]*

Ref: *[Insert Ref No.]*

To: *[Insert Name]*

Dear Sirs,

We *[Bank Name]* hereby confirm that our valued client *[Insert Bidder's name]* has maintained a sound and consistent banking relationship with us since *[Insert year]*, during which time they have conducted their obligations in a satisfactory manner. Throughout this period and up to the date of this letter, our client has not been in default or breach of any contractual, financial, or operational commitments towards the Bank. As of the date of this letter, we are ready to consider financing the *[Insert project name]* if it is awarded to *[Insert Bidder's name]* with a line of credit in the maximum amount of *[Insert Amount in Words and Figures]*, noting that our final approval shall be subject to contract and the following conditions:

- Providing the Bank with full and satisfactory project information.
- Assignment of project proceeds to the Bank.
- Providing the Bank with acceptable collateral against the above-mentioned line of credit.
- The bank should receive an acceptable cash flow statement, reflecting Cash inflows, outflows, financial requirement, deficit, repayment of Deficit and all necessary information related to the project.
- Any other conditions by the Bank.

This letter is issued upon the request of our client *[Insert Bidder's name]*, without any liability or responsibility on the Bank or any of its officers or representatives.

Best Regards,

*[Insert Bank name, signature and stamp]*

*[Insert Bank contact information]*



## Form EXP-4.1

### General Construction Experience

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

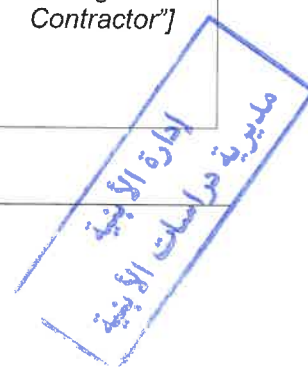
Joint Venture Member Name: [insert full name]

NCB No. and title: [insert NCB number and title]

Page [insert page number] of [insert total number] pages

[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification and Evaluation, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
[indicate year]	[indicate year]	Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent] Name of Employer: [indicate full name] Address: [indicate street/number/city/country]	[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent] Name of Employer: [indicate full name] Address: [indicate street/number/city/country]	[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and EUR equivalent] Name of Employer: [indicate full name] Address: [indicate street/number/city/country]	[insert "Prime Contractor" or "JV Member" or "Subcontractor" or "Management Contractor"]



## Form EXP-4.2 (a)

### Specific Construction and Contract Management Experience

*[The following table shall be filled in separately for contracts performed by the Applicant or each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's Name: *[insert full name]*

NCB No. and title: *[insert NCB number and title]*

Page *[insert page number]* of *[insert total number]* pages

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		EUR <i>[insert Exchange rate and total contract amount in EUR equivalent]</i>	
If member in a JV or subcontractor, specify participation in total Contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in EUR equivalent]</i>	
Employer's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, incl. country/city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			



<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Criterion 4.2 of Section III:	
1. Physical size of required works items	<i>[insert physical size of items]</i>
2. Complexity	<i>[insert description of complexity]</i>
3. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
4. Construction rate for key activities	<i>[insert yearly rates and items]</i>
5. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>



## Form EXP-4.2 (b)

### Construction Experience in Key Activities

Applicant's Name: *[insert full name]*Date: *[insert day, month, year]*Applicant's JV Member's Name: *[insert full name]*Subcontractor's Name<sup>14</sup> (as per ITA 24.2): *[insert full name]*NCB No. and title: *[insert NCB number and title]*Page *[insert page number]* of *[insert total number]* pages

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>		
Completion date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		EUR <i>[insert exchange rate and total contract amount in EUR equivalent]</i>
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)
Year 1			
Year 2			
Year 3			
Year 4			

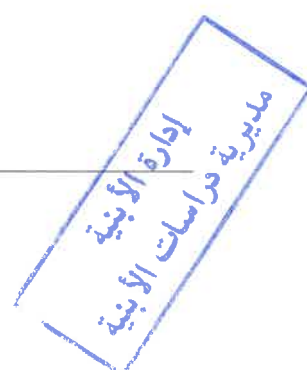
<sup>14</sup> If applicable



	<b>Information</b>
Employer's Name:	<i>[insert full name]</i>
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

2. Key Activity No. Two

3. Key Activity No. Three





### Optional: Form EQP-4.3 Specific Construction Equipment

[The following table is optional and depending on the nature of the project, it shall be filled in for contracts performed by the Applicant or each member of a Joint Venture, and if so nominated in accordance with ITA 2.4, nominated sub-contractor]

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

national competitive bidding number NCB No.: [insert]

Description	Information
List of utilized specific construction equipment	___[based on the specific construction experience in Forms 4.2 (a or b) the Applicant shall provide a list of specific construction equipment, utilized for the execution of the works. The list shall not specify commonly used equipment (ordinary cement mixers or cranes, etc.) but specific equipment related to the specific characteristics of the project as per the form below. For each item one form.]___

Item number:	___[insert consecutive number]___
Denomination:	___[insert technical name of the item]___
Purpose:	___[describe the use of the item in relation to the specific work requirements of the project]___
Capacity / power rating / quantities, etc.	___[give details of the capacity / power rating / quantities in relation to the work description]___



## Form CER-5.1 Certification

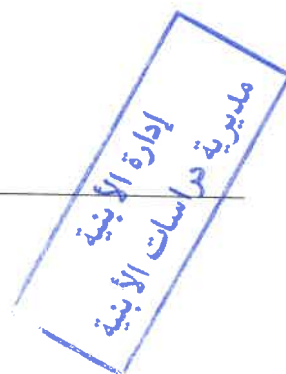
*[insert Quality Management, Environmental Management Certification, Occupational Health and Safety Certification. The following table shall be provided by the Applicant for each certificate]*

Applicant's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's JV Member name: \_\_\_\_\_ NCB No.: \_\_\_\_\_

Description	Information
Identification of the certificate	_____ [insert full name of the certificate]
First award date	_____ [insert day, month, year of first certificate award]
Last update of the certificate	_____ [insert day, month, year of latest renewal, if any]
Issuers Name	_____ [insert full name]
Address	_____ [insert street / number / town or city / country]
Telephone/fax number	_____ [insert phone/fax no., incl. country & city area codes]
E-mail	_____ [insert e-mail address, if available]
Compliance with international standards	The certificate is [select ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018: <input type="checkbox"/> Yes / <input type="checkbox"/> No
If no, proof of conformity with the international standard by the Applicant	The Applicant shall demonstrate the equivalency of their management systems with the international standards.

Maximum points attributed to the above requirements: 3 points (in case of all 3 certificates provided)



**Form ESHS EXP-5.2**  
**Experience in Projects with significant ESHS Impact**  
*Not Applicable*



## Form ENV-5.3

### Environmental Management Capacity

*[The following table shall be filled by the Applicant or each member of a Joint Venture, whose part in the JV is substantial (more than 40 (forty) % of the works)]*

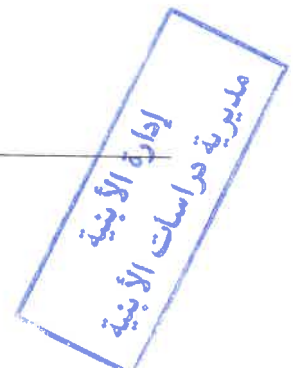
Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

NCB No.: *[insert national competitive bidding number]*

	The Applicant shall demonstrate:	Information and Documentation	Max. Points
1	- the existence of an Environmental Policy	<i>___[Provide relevant details of the Corporate Values or similar policy documents and declarations]___</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
2	- the existence of an Environmental Management System, incl. an adequate organizational set-up for definition, enforcement and monitoring.	<i>___[Provide details of the organizational set-up and procedures for relevant issues within your company, for qualification details of relevant key staff see Form PER-5.7]___</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
3	- that all members of a JV, suppliers, subcontractors and temporary workforce a) are aware of and b) comply with the Environmental Management System.	<i>___[Provide information on a) how awareness, know how transfer and enforcement is implemented to external partners b) nature, content and frequency of internal trainings to employees.]___</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			

Maximum points attributed to above requirements: 3 points



## Form OHSAS-5.4

### Occupational Health and Safety Capacity

*[The following table shall be filled by the Applicant or each member of a Joint Venture, whose part in the JV is substantial (more than 40 (forty) % of the works)]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

NCB No.: *[National competitive bidding number]*

	<b>The Applicant shall demonstrate:</b>	<b>Information</b>	<b>ESHS level</b>
1	- the existence of an Occupational Health & Safety Policy	<i>___[Provide a policy document and the index of the Occupational Health &amp; Safety manual or other relevant documents and declarations]___</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
2	- the existence of management system, incl. an adequate organizational set-up for definition, enforcement and monitoring.	<i>___[Provide details of the organizational set-up and procedures for health and safety issues within your company, for qualification details of relevant key staff see Form PER-5.7]___</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			

Maximum points attributed to above requirements: 2 points



## Form LOC-5.5

### Socially Responsible Works Implementation

*[The following table shall be filled by the Applicant or each member of a Joint Venture, whose part in the JV is substantial (more than 40 (forty) % of the works)]*

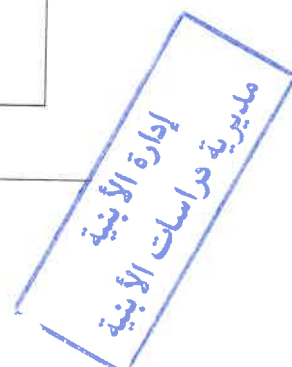
Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

NCB No.: *[insert national competitive bidding number]*

	The Applicant shall demonstrate:	Documentation	ESH S level
1	- a strategy for staff and labor incl. recruitment of temporary workforce and local labor, worker grievance mechanism, etc.	<i>__[Provide information and relevant documents, if any]__</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
2	a comprehensive strategy for ensuring public health and safety, including programs and procedures to combat the spread of communicable diseases (incl. HIV/AIDS).	<i>__[Please provide supporting evidence]</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
3	- a comprehensive strategy for staff accommodation, e.g. worksite camps, house rental, security, etc.	<i>__[Provide information and relevant documents, if any]__</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
4	- a comprehensive training strategy for transfer of ESHS knowhow to temporary workforce and subcontractors	<i>__[Provide information and relevant documents, if any]__</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			

Maximum points attributed to above requirements: 4 points



## Form COC-5.6

### Ethical Business Principles

*[The following table shall be filled by the Applicant or each member of a Joint Venture, whose part in the JV is substantial (more than 40 (forty) % of the works)]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

NCB No.: *[insert national competitive bidding number]*

	The Applicant shall demonstrate:	Documentation	ESHS level
1	- that ILO core labor standards <sup>15</sup> are fully respected in business operations by explicitly ticking the boxes.	Our business operations respect the core labor standards on: <input type="checkbox"/> Freedom of Association <input type="checkbox"/> Elimination of Forced Labour <input type="checkbox"/> Non-Discrimination <input type="checkbox"/> Abolishment of Child Labour	Pass/ fail
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
2	- the existence of a declaration on ethical business principles or similar declaration.	<i>[Provide written information and evidence on business principles (code of conduct, conflict of interest, bribery, corruption, bid-rigging, unfair competition, insider rules, confidentiality, money-laundering, etc.)]</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
3	- the existence of an adequate organizational set-up to define, enforce and monitor the ethical business principles.	<i>[Provide details of the organizational set-up and staffing of the relevant department, for qualification details of relevant key staff see Form PER-5.7]</i>	1
<i>[insert brief description or, if applicable, short abstract of the documentation annexed]</i>			
4	- that all members of a JV, suppliers (in particular those for major supply items),	<i>[Provide information on a) how awareness, know how transfer and enforcement is implemented to external</i>	1

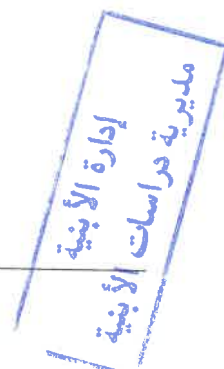
<sup>15</sup> See relevant ILO conventions C087, C098, C029, C105, C100, C111, C138, C182. In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant / Bidder / Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions.





	subcontractors and temporary workforce a) are aware of and b) comply with these principles.	partners b) nature, content and frequency of internal trainings to employees.]__	
[insert brief description or, if applicable, short abstract of the documentation annexed]			

Maximum points attributed to above requirements 2 to 4,(requirement 1 is pass / fail): 3 points



## Form PER-5.7 List of Available ESHS and Construction Personnel

Complete the list below to demonstrate the extent to which you have access (internally / externally) to ESHS and Construction expertise required for personnel profiles described in Section VII; Scope of Works. Do not attach CVs as no personnel evaluation is carried out at the prequalification stage. It is understood that prequalified Applicants are not required to include staff named below into the proposal.

Name	Designation, in accordance with Section VII, Scope of Works	Education/ Degree	Years of Professional Experience	Relationship with / Years within the Applicant <sup>16</sup>	Country/Regional Experience	Relevant Project References (Description of project-related experience)	Languages

Maximum points attributed to above requirements: 12 points

<sup>16</sup> For freelance experts (e.g. with retainer contracts or formal agreements) indicate "FE" and how long the expert has been associated with the Applicant. For sub-consultant staff indicate "Sub". Staff from affiliated firms of the Applicant shall be considered as sub-consultant staff.

إدارة الأبنية  
مديرية دراسات الأبنية