

# Pre-Qualification Form- Environment

## Consultant

### Part A

To facilitate adherence and implementation of Trakhees-Inspection Standards and Regulations, clients may require the services of HSE consultant engineers to carry out environmentally related studies. In a move to further strengthen our QHSE practices in PCFC/ Dubai World jurisdictional areas, Inspection Department hereby documents the rules and procedures for registration of Environmental Consultants. The following broad Rules, Regulations and Guidelines should form the basis of all studies:

1. Inspection Department – Environmental Regulations
2. Inspection Department – Environmental Guidelines
3. Inspection Department – Health, Safety and Fire Protection Regulation
4. DM – Local Orders and Guidelines
5. FEA – Federal Environment Law

We shall register Environmental consultants after assessment of their pre-qualification application submission based on the following main disciplines:

1. Range of Environmental Specialties
  - 1.1 Water
  - 1.2 Air
  - 1.3 Wastes
  - 1.4 Environmental Impact Assessment (EIA)
  - 1.5 Flora and Fauna
2. Operating Resources
  - 2.1 Hardware
  - 2.2 Software
3. Human Resources
- 4.0 Experience / Past Performance
- 5.0 Organization and Management
- 6.0 Quality

Evaluation and assessment by Inspection Department will be carried out on weightage basis rationally as indicated in the pre-qualification form. Authority reserves the right to approve or reject any application without assigning any reason



and claim of whatsoever nature in this regard shall not be entertained. For new and renewal pre-qualification applications, the documentary requirements are the following:

1. A valid trade license copy
2. CVs of locally available engineers/consultants
3. Evidence of UAE residence – passport copy with visa page
4. Attested copies of academic and professional qualifications / certifications
5. Quality Certification and/or Quality Manual copy
6. Approval from other authorities as an Environmental Consultant
7. Proven track record summary for major relevant studies; include proofs of approval of the Environmental Studies from relevant authorities
8. Proof of payment of Pre-qualification Fee
9. Declaration regarding conflict of interest
10. Declaration regarding blacklisting / default / litigation with any local or international agency

Pre-qualified consultants have the responsibility to act as a third party and submit reports directly to Inspection Department approval for in a manner, independently and professionally as per our guidelines. Project proponents have to get Inspection Department approval for the consultants environmental scope of work including study methodology, CVs and similar past experience. From time to time, Inspection Department approval would review and revise the Pre-qualified list of Environmental Consultants. Based on repeated unsatisfactory performance, Inspection Department approval may remove any consultant's name from the list.

**Understood and Agreed by:**

Name of Consultant : \_\_\_\_\_

Director/ GM Name : \_\_\_\_\_

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

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

**Part B**

Name and Address of Consultant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**Company Name:** \_\_\_\_\_

**1.0 General Information Sheet**

1.1 Name of the Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Numbers : \_\_\_\_\_

Fax Number : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

1.2 Contact Person Name : \_\_\_\_\_

Designation : \_\_\_\_\_

1.3 Courier Address : \_\_\_\_\_

1.4 Location Plan : *(Please attach location plan to show existing office)*

**1.5 Bank Information**

Bank Name : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Name : \_\_\_\_\_

Telephone Number : \_\_\_\_\_



Company Name: \_\_\_\_\_

### 2.0 Scope of Environmental Services

Please complete the fields below as per the type of services offered with respect to each discipline which best describes your consultants services in accordance with your commercial registration certificate.

Scope of Environmental Services Software Technical Staff	Software	Technical Staff
Environmental Impact Assessment		
Environmental Site Assessment		
Air Quality Studies and Modeling		
Marine and Estuarine Ecology Studies / Modeling and Coastal Management Studies and Solutions		
Soil and Groundwater Studies		
Waste Management Studies and Solutions / Waste Audits		

Note: For Software, please identify the applicable type of software, its version and availability (International, Gulf or UAE). For Technical Staff, identify all the staff/s involved in the specific scope of environmental service.

### 3. Human Resources

Please attach organization chart of local UAE office only showing the company structure and the positions of directors and all key personnel; identify the manager in charge of the consultancy. All technical staff listed under Section 2.0 – Scope of Environmental Services should be reflected in the Organizational Chart and have individual Resume (format in the succeeding page) and copies of proof of UAE residence and attested academic and professional qualifications.



## Resume Format

1. Position : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Education (State the name of the institution, its location and the year the qualification was obtained) : \_\_\_\_\_
6. Other Training : \_\_\_\_\_
7. Language and Degree of Proficiency : \_\_\_\_\_
8. Membership of Professional Societies : \_\_\_\_\_
9. Experience with Current Company : \_\_\_\_\_
10. Working Experience in the UAE : \_\_\_\_\_
11. Working Experience in the Gulf : \_\_\_\_\_
12. Work Experience in Other Countries : \_\_\_\_\_
13. Current Base Address : \_\_\_\_\_
14. Please provide details of involvement in five (5) major projects. : \_\_\_\_\_

SI No.	Project Name	Location	Client/ Consultant/ Contractor	Project Value	Project Description	Duties Performed



**Company Name:** \_\_\_\_\_

**4. Experience / Past Performance**

**4.1 Length in Business**

Please confirm the number of years of experience as a Consultant Engineer

International	Gulf	UAE

**4.2 Project Experience**

Please provide details of the project involvement for the last 5 years. Attach copy of proof of approval of the study conducted by relevant Authority.

SI No.	Project Name	Type/ Extent of Involvement	Value of Project	Client/ Contractor	Status

*\* Additional sheets may be used if required*

**4.3 Special Project Experience**

Please provide details regarding your involvement with special projects, where innovative technologies used or a technical breakthrough was achieved.

SI No.	Project Name	Details of Technology / Innovation	Value of Project	Client/ Contractor	Status



**Company Name:** \_\_\_\_\_

**4.4 Project Values of AED 500 Million or Higher**

Please provide details regarding your involvement with project values of AED 500 million or higher

SI No.	Project Name	Value	Involvement			
			Planning	Design	Supervision	Audit

**4.5 Alternative Procurement Method**

Please provide details of your involvement with alternative procurement method (e.g., Design and Build, Management Contracting)

**4.6 Record of Claims / Arbitration**

Please provide 5 year record of Claims / Arbitration with your major Clients



**Company Name:** \_\_\_\_\_

**5.0 Organization and Management**

**5.1 Trade License**

Please provide details of UAE Trade License (attach copy)

**5.2 Pre-qualifications**

Please provide details of pre-qualification with International, Gulf/UAE organization (attach copy of proofs of pre - qualification)

**5.3 Sub-Consultants**

Please provide details of all main sub-consultants regularly used

SI No.	Sub-Consultants	Discipline

**5.4 Joint Venture**

Please provide details of joint venture for project/projects, otherwise state "Not Applicable"

**5.5 Reference**

Please provide details of the companies / personnel from whom reference can be obtained from the company

**5.6 Insurance**

Please provide details of the possession of PL / PI Insurance (attach copy of the policy)





**Company Name:** \_\_\_\_\_

## **6.0 Quality**

### **6.1 ISO Accreditation**

Please confirm whether your company is ISO accredited; please provide details.

### **6.2 Quality Statement**

Please provide your company's Quality Statement

### **6.3 Quality Assurance Manual**

Does your company have Quality Assurance Manual? If so, attach copies of the cover and table of contents pages.



Company Name: \_\_\_\_\_

## 9.0 Declaration

### Declaration- Conflict of Interest Clues

Our company \_\_\_\_\_ hereby declares the following:

- We will not accept any consultancy works to be conducted by our sister company or any company that is related to our firm in any way or where conflict of interest may exist.
- Our management does not have any direct relation to any Trakhees employee/s up to the fourth degree.
- Our management has a direct relation to a Trakhees employee/s with the following information.

Employee Name : \_\_\_\_\_

Degree of Relation :       First       Second       Third       Fourth

Understood and Agreed by:

Name of Consultant: \_\_\_\_\_

Director / GM Name: \_\_\_\_\_

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

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



Company Name: \_\_\_\_\_

**Declaration**

*(Indicate Declaration regarding blacklisting / default / litigation with any local or international agency)*

Understood and Agreed by:

Name of Consultant: \_\_\_\_\_

Director / GM Name: \_\_\_\_\_

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

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