

Identification Number: VT-ITP-001**Invitation to Submit Pre-Qualifications for Small to Medium Scale Infrastructure and Construction Projects under the Visit Tunisia Activity****Section 1: Instructions to Interested Parties****1.1 Introduction**

Chemonics International (Chemonics) is implementing the Visit Tunisia Activity funded by the U.S. Agency for International Development (USAID), under prime contract number 72066421D00003; and is inviting Interested Parties to submit responses to this **Invitation to Prequalify No. VT-ITP-001 (ITP)** demonstrating their interest and qualifications to carry out the small to medium scale infrastructure and rehabilitation construction work that is currently being planned in target tourism destinations throughout Tunisia. These target destinations include: Tabarka, Kairouan, Tozeur and Nefta, Douz, Tataouine, and Gabes and Matmata. The project aims to draw more visitors to these inner, underserved regions of the country, and will provide infrastructure support to improve the visitor experience in select tourism sites and facilities. The infrastructure work may include but is not limited to light construction, renovation and rehabilitation of tourist sites such as improving or developing tourist paths and signage, ticket kiosks, visitor centers, areas for local vendors to sell goods, etc.

The Visit Tunisia Activity is a multi-year project that aims to enhance Tunisia's tourism potential, with the goal of generating revenue and jobs, particularly for women and youth, and for populations in underserved regions.

Only those Interested Parties submitting a response to this ITP will be considered for prequalification to bid on the small-scale infrastructure/rehabilitation projects currently being planned. Chemonics will make the determination of contractors that demonstrate the appropriate qualifications to perform the work. When responding, Interested Parties should consider all sections of this ITP, which is being advertised on the Facebook, Jamaity and LinkedIn.

Responses submitted by Interested Parties will be treated as confidential documents, but they will not be returned. All questions in the prequalification questionnaire must be answered in their entirety. Where required, additional sheets shall be used and shall be properly referenced and identified.

1.2 Response Deadline

Offers must be received no later than **July 01, 2022, 5 pm local time of Tunis**, Tunisia by email. Any emailed offers must be emailed to procurement@visittunisiaproject.org.

Please reference the ITP number in any response to this ITP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

Interested Parties are responsible for ensuring that their responses are received in accordance with the instructions stated herein. Late responses may be considered at the discretion of Chemonics, but Chemonics cannot guarantee that late responses will be considered.

1.3 Submission of Responses

Responses must be submitted electronically. Hard copies will not be accepted. Please include the ITP number in the subject line of your email.

The Qualification Questionnaire must be submitted by email no later than the time and date specified in Section 1.2. The responses must be submitted to the point of contact designated in Section 1.2.

Interested Parties must submit the responses electronically with up to 5 attachments (8 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Interested Parties must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

1.4 Requirements

To be determined responsive, a response must include all of documents and sections included in Section 1.4 and the Qualification Questionnaire found in Sections 2 - 12.

An eligible organization must be legally registered and recognized under the laws of Tunisia and in compliance with all applicable civil, fiscal, and other construction applicable regulations.

Companies and organizations that submit responses to this ITP must meet the following requirements:

- (i) Companies or organizations, must be legally registered under the laws of Tunisia upon award of the contract (purchase order, fixed price subcontracts).
- (ii) Companies or organizations must have a local presence in Tunisia at the time the contract is signed.
- (iii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

1.5 Source of Funding, Authorized Geographic Code, and Source and Origin

Any RFPs for work related to this ITP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. All goods and services offered in response to this ITP or supplied under any resulting award must meet USAID Geographic Code **937** in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf>

Offerors may not offer or supply any commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be

performed under a resulting subcontract (including transportation, fuel, lodging, meals, and communications expenses).

The following applies to this ITP, all related correspondence, and any resulting RFP and subcontract:

A. Definitions:

1. **Cooperating Country:** “Cooperating country” means Tunisia.
2. **Source:** “Source” means the country from which a commodity is shipped to the cooperating country or the cooperating country itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which received therein, “source” means the country from which the commodity was shipped to the free port or bonded warehouse.
3. **Nationality:** “Nationality” refers to the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services.

- B. Application: The source and nationality of all goods and services in response to this ITP must meet the USAID geographic code 935 requirements in accordance with [22 CFR §228](#).

All goods and services prequalified under this ITP must meet USAID geographic code 937.

1.6 Opportunity for Questions and Clarifications

Questions regarding the technical or administrative requirements of this ITP may be submitted no later than June 24, 2022, 5 pm local time of Tunis, Tunisia, by email to procurement@visittunisiaproject.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all ITP recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the ITP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the Visit Tunisia Activity, or any other party, will not be considered official responses regarding this ITP. Please include the ITP number in the subject line of your email.

1.7 Evaluation and Prequalification Determination

Chemonics will make, according to its sole judgment and discretion, a determination to prequalify prospective contractors for the works described herein based on the completeness and responsiveness of the documentation submitted in response to this ITP by interested parties. The decision of Chemonics and the Project is final and not subject to appeal of any kind.

An interested party may be determined in the judgment of Chemonics and the Project to be a potential qualified contractor only if it possesses reputation, ability, experience, qualified personnel, availability of equipment, and Invitation to Prequalify No. **VT-ITP-001**

net current assets of working capital sufficient, as supported by its response to the ITP including the Qualification Questionnaire, to complete the work and meet the contractual obligations, should the subcontract be awarded to it.

Only those Interested Parties designated as pre-qualified potential contractors will be offered the opportunity to submit a proposal for any ITP issued related to the infrastructure works currently being planned. An award, if made, will be made in accordance with the ITP.

By signing this questionnaire, the prospective contractor guarantees the truth and accuracy of all statements made by it in this questionnaire. The undersigned hereby authorizes and requests any public official, engineer, architect, surety company, bank, depository, material or equipment manufacturer or distributor or any other person, firm, or corporation to furnish any pertinent information, requested by Chemonics/Visit Tunisia, to verify the information on this form or regarding the competence and general reputation of the prospective contractor. The undersigned agrees to furnish any further qualifying information at the request of Chemonics/Visit Tunisia. Failure to complete this form adequately may result in disqualification. The undersigned understands that the U.S. Agency for International Development (USAID), an agency of the United States of America, is providing financing in support of the project and that USAID has certain approval rights, including approval of the contractor selected and the subcontract. However, USAID is not a party to the contract. Dated at _____, this _____ day of _____, 20_____

(Name of Organization)

By _____

(Title)

(If corporation, seal)

Qualification Questionnaire

Section 2: Company Details and General Information		
1. Name of Company:		
2. Address:		
3. City:	4. Country:	
5. Telephone number:	6. Company e-mail:	
	7. Website:	
8. Contact Person:	10. Telephone number:	
9. Title:	11. E-mail Address:	
12. Parent Company (<i>full legal name</i>):		
13. Subsidiaries, Associates and/or Overseas Representative(s) - (<i>attach list if necessary</i>)		
<i>Name</i>	<i>Title</i>	<i>Area of Operation</i>
14. Type of Business (<i>tick one only</i>):		
<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship		
<input type="checkbox"/> Other (<i>Specify</i>)		
Market Area Covered:		
<input type="checkbox"/> National – Tunisia		
<input type="checkbox"/> Regional within Tunisia (<i>please list all regions/governorates of Tunisia you operate in; attach list if necessary</i>)		
16. List the full names of every Director, Partner, Associate and Company Secretary:		
<i>Name</i>	<i>Title/Position</i>	
17. Please state if any Director, Partner or Associate is or has (a) relative(s) who is employed by USAID, or Chemonics International.		
Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Details (State the name & title of employees related to above named officials):</i>	
18. Statement of Potential Conflict of Interest: If yes, please provide details as an annex to this ITP.		
Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Details:</i>	
19. Number of years of experience as a Contractor		
<i>Tunisia:</i>	<i>Other Countries in North Africa and Middle East:</i>	

20. Registration in Tunisia: <i>(legal documentation to be attached: Copy of offeror's registration, Tax Fiscal ID, Copy of the registration at the Order of Engineers if applicable)</i>			
Country where registered			
21. Registration at the Ministry of Finance and Registration Number: <i>(legal documentation to be attached)</i>			
Country where registered		Taxpayer ID Number	
22. Fields of Specialization:			
Major sector	List Specific Field (s)		
23. Company Structure, attach detailed organization chart:			
24. Type of services offered (check box below): Construction Capabilities			
General construction works: <input type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation and Renovation Works <input type="checkbox"/> Mechanical Works <input type="checkbox"/> Electrical Works <input type="checkbox"/> Operation & Maintenance <input type="checkbox"/> Plumbing works		Tourism-related infrastructure work, including but not limited to: <input type="checkbox"/> Building or renovation of visitor centers, ticket kiosks <input type="checkbox"/> Tourism paths and signage <input type="checkbox"/> Public sites, including archaeological sites <input type="checkbox"/> Museums <input type="checkbox"/> Other _____	
25. Working Language(s): <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> Other <i>(specify)</i> :			
26. Interested Area of work (<i>*Italics indicates one of Visit Tunisia's target destinations</i>)			
<i>Region</i>	<i>Governorate</i>	<i>Interested (YES/NO)</i>	
North East	Tunis		
North West	Jendouba (<i>*Tabarka</i>)		
Center West	<i>*Kairouan</i>		
South East	<i>Gabès (*Matmata)</i>		
	<i>*Tataouine</i>		
South West	<i>*Tozeur (*Nefta)</i>		
	Kebili (<i>*Douz</i>)		
27. Attach a corporate Organization Chart if the entity which will perform the work under these contracts will be different than the Organization Chart under #23.			

Section 3: Human Resources

28. Staff Profile: In the table below, report the total number of construction professionals for every trade, and the total number of technicians/Computer Aided Drafting (AutoCAD) operators /laborers and of administration/support staff. The organization charts for the construction operations should be appended to this Section.

Staff Profile	Total Number of Staff for Each Year in the Company		
	2020	2021	At Present Time
Professionals (provide listing below):			
– Management			
– Section Managers and Team Leaders			
– Engineers			
– Others			
Total Professionals			
– Senior Technicians			
– Technicians			
– CAD Operators, Draftspersons			
– Supervisors			
– Laborers			
– Administrative and Support Staff			
Total			

29. What approach will be used to hire maximum local manpower to complete the project in a timely and efficient manner? For example, are direct hires or subcontractors used?

30. Please provide as an *attachment* a summary of staff resources available in your company, including both those in managerial as well as technical or other professional positions. The Visit Tunisia team will use this information to determine what skills, qualifications, and experience and expertise is available in your company to enable you to carry out work on USAID projects. Include qualifications of staff. CVs of key staff may be provided but are not required at this stage.

Section 4: Plant / Equipment / Materials

31. List currently owned / rented construction equipment that are considered by the Company to be necessary for undertaking the works under consideration and which could be made available for these projects.

No.	Description / Type	Age (Years)	Capacity	Owned, rented (at present)	Present Location	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Expand Table as necessary

Section 5: Relevant Construction Capabilities and Experience

32. Capability: (confirm involvement in the last 5 years by ticking the relevant boxes):

	<i>Tunisia</i>	<i>Other Countries in North Africa</i>
New construction	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Works	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Works	<input type="checkbox"/>	<input type="checkbox"/>
Operation & Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing works	<input type="checkbox"/>	<input type="checkbox"/>
Rehabilitation and Renovation Works (including but not limited to: Schools, Health Centers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Building or renovation of visitor centers, ticket kiosks	<input type="checkbox"/>	<input type="checkbox"/>
Tourism paths and signage	<input type="checkbox"/>	<input type="checkbox"/>
Public sites, including archaeological sites	<input type="checkbox"/>	<input type="checkbox"/>
Museums	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state):	<input type="checkbox"/>	<input type="checkbox"/>

33. List the full names, addresses and other details of organizations (preferably public sector) for which your firm has recently worked (last three years). Chemonics reserves the right to approach the Employer and/or one of the following people: Project Manager/ Architect/ Supervising Officer for a reference. Please contact the referees listed and advise them that they will likely be contacted to verify your corporate status and previous work experience to the best of their ability.

PROJECT #1	
<i>Description</i>	<i>Reference</i>
Name of client:	
Name, address, telephone no and email of Project Manager /Supervising Officer/ Architect/ Engineer:	
Contract title:	
Site Location (GPS) :	
Total contract amount (TND or USD):	
Value of work completed to date:	
Type of work:	
List Quality/ Environmental Standards Applicable:	
Number of Staff and laborers on the job provided by the contractor:	
Commencement date:	
Completion date:	
Delays – (Working Days):	
Final Completion/ Certificate of completion attached (yes/no)	

Project #1 (Pictures) – Please provide up to six photos showing work completed.

PROJECT #2	
<i>Description</i>	<i>Reference</i>
Name of client:	
Name, address, telephone no and email of Project Manager /Supervising Officer/ Architect/ Engineer:	
Contract title:	
Site Location (GPS) :	
Total contract amount (TND or USD):	
Value of work completed to date:	
Type of work:	
List Quality/ Environmental Standards Applicable:	
Number of Staff and laborers on the job provided by the contractor:	
Commencement date:	
Completion date:	
Delays – (Working Days):	
Final Completion/ Certificate of completion attached (yes/no)	

Project #2 (Pictures) – Please provide up to six photos showing work completed.

<i>PROJECT #3</i>	
<i>Description</i>	<i>Reference</i>
Name of client:	
Name, address, telephone no and email of Project Manager /Supervising Officer/ Architect/ Engineer:	
Contract title:	
Site Location (GPS) :	
Total contract amount (TND or USD):	
Value of work completed to date:	
Type of work:	
List Quality/ Environmental Standards Applicable:	
Number of Staff and laborers on the job provided by the contractor:	
Commencement date:	
Completion date:	
Delays – (Working Days):	
Final Completion/ Certificate of completion attached (yes/no)	

Project #3 (Pictures) – Please provide up to six photos showing work completed.

A minimum of 3 different references are required, insert pages as needed

34. Has your company previously performed any work on a USAID contract?

Yes ☐

No ☐

If Yes, provide details of contracts, including current work. Include:

- 1) Client name
- 2) Supervising officer name and contact number
- 3) Contract Title
- 4) Contract Price and Value to Date (if current)
- 5) Type of Work
- 6) Contract completion date

Please provide Unique Entity Identifier (UEI) and SAM numbers if available.

Provide separate sheets with the details of each USAID contract, if applicable.

Section 6: Quality Management System

35. Do you have individuals at the corporate level dedicated to your Quality Control Program? If so, please describe their roles and responsibilities.

36. Do you have a formally documented Quality Control/Quality Assurance System?

Yes ☐ No ☐

37. Describe your procedures for assuring the quality of the engineering and construction works performed. Include a copy of your formal, written procedure, if such exists.

38. Provide a brief description of your practices regarding implementation of quality control measures.

Section 7: Site Security Program		
	Yes	No
39. Does the company have a policy that focuses on site security?	<input type="checkbox"/>	<input type="checkbox"/>
40. Does your company have a written site security policy?	<input type="checkbox"/>	<input type="checkbox"/>
41. Does your company have staff with experience in site security and/or have you done this type of work previously?	<input type="checkbox"/>	<input type="checkbox"/>
42. If your company has individuals dedicated to site and employee safety and security, please describe their roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
43. Provide a brief description of your practices regarding site security and employee safety.		

Section 8: Environmental Policy		
	Yes	No
44. Do you have a corporate program that focuses on compliance with environmental requirements?	<input type="checkbox"/>	<input type="checkbox"/>
45. Does your company have a written environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>
46. Does your company have staff with experience in environmental mitigation/management and/or have you done this type of work previously?	<input type="checkbox"/>	<input type="checkbox"/>
47. If your company has individuals dedicated to Environmental Management, please describe their roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
48. Do you agree to follow all USAID and Visit Tunisia's Environmental Mitigation Management Plans (EMMP) developed for each site/activity? Note that a firm does not need to have an environmental management plan in order to agree to follow USAID/Visit Tunisia's environmental plan.	<input type="checkbox"/>	<input type="checkbox"/>
49. Provide a brief description of your practices regarding implementation of environmental management and monitoring measures (e.g. Best Management Practices).		

Section 9: Scheduling Practices

Provide a brief description of your practices regarding implementation of projects according to schedule and established timeframes.

(Attach copy of the management procedures)

51. Provide a sample activity program as a separate attachment.

Section 10: Financial Status

Name of the person in the firm responsible for financial matters? (This will be the contact point for further financial information if required.)

Name:

Title:

52. Paid up Capital in TND.:

..... TND

53. Annual turnover in TND for the past **five** years:

Generated from Work:	2017	2018	2019	2020	2021
– in Tunisia					
– in Other Countries in North Africa					
Total					

54. Enclose copies of audited accounts and auditor reports for the last 3 years, to include:

- Balance sheet and income statement (profit and loss statement)
- Certificate from Tunisia Tax Authority indicating no outstanding liabilities

55. Attach a certified letter from a bank stating that the company has enough money in its accounts to be able to guarantee a minimum performance bond of at least \$50,000 USD for any contract that may be awarded by the Visit Tunisia Activity (Letter of financial capability issued from a local bank). Visit Tunisia reserves the right to ask for increased Performance bond according to RFP value.

Section 11: Statements

56. Statement of Good Standing:

I, the undersigned ----- in the capacity of -----

of the firm -----certify that the firm I represent:

- is not bankrupt or being wound up, does not have its affairs administrated by the court, does not have suspended activities, or is not in any analogous situation arising from a similar procedure;
- is not involved in any prohibited activities, and that no disqualification exists which would restrict our power to participate in an invitation to tender;
- is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings;
- has not been convicted of an offense concerning its professional misconduct by a judgment which has the force of res judicata;
- has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- has fulfilled obligations relating to the payment of taxes and social security contribution in Tunisia, in accordance with the legal provisions in force;
- is not guilty of serious misrepresentation in supplying the information required by the contracting authorities for participation in an invitation to tender or a contract;
- has not been declared seriously in the wrong with respect to carrying out any contract, for failure to respect its contractual obligations;
- is not in breach of any *Contract*. Signed by:

In the capacity of:

Duly authorized to sign for and on behalf of: (*Company*)

Signature:

Section 12: Supplementary Documentation:

57. Provide the following:

- Company Profile (Maximum 5 pages)
- Other Relevant Departments (give listing below)

Approved by company executive with stamp of the contractor

Name:

Signature

Functional Title