



**Ministry of Human Resource
and Social Development**
Kingdom of Saudi Arabia

المركز الوطني للتخصيص
NATIONAL CENTER FOR PRIVATIZATION & PPP



Social Case Surveying

Request for Qualification

Release Date: 13 September 2020

Due Date for Statement of Qualifications: 7 October 2020

DISCLAIMER AND CONFIDENTIALITY NOTICE

The information contained in this request for qualification (“**RFQ**”) has been prepared by the Ministry of Human Resource and Social Development (“**MHRSD**”) and the National Center for Privatization & PPP (“**NCP**”) with the assistance of Kearney and Latham & Watkins LLP (in cooperation with the Law Office of Salman Al-Sudairi) (together, the “**Advisers**”). It is furnished solely for the purpose of assisting Applicants in making their own evaluation of the Project. It does not constitute an offer in relation to the Project.

The information contained in the RFQ does not purport to be all-inclusive or to contain all the information that an Applicant or its advisers may require or desire in relation to the Project. The Applicant should form its own views as to what information is relevant and make its own investigations, projections and conclusions and consult its own advisers to verify independently the information contained in the RFQ, and to obtain any additional information that it may require, prior to submitting a statement of qualifications (“**SOQ**”).

MHRSD, NCP, the Government of the Kingdom of Saudi Arabia (the “**Government**”) and their respective directors, officers, members, employees, agents or advisers (including the Advisers) are not responsible for the accuracy or completeness of the contents of the RFQ (including any opinions expressed or implied) and no representation or warranty, express or implied, is given by any such person as to the accuracy or completeness of such information or opinions. In particular, no representation or warranty is given as to the accuracy, reasonableness or likelihood of achievement of any future projections, prospects or returns.

MHRSD reserves the right, in its absolute discretion, at any stage and without notice, to terminate further participation in the process by any Applicant, to change the structure and timing of the tender process, to amend the information contained in the RFQ or to terminate the tender process for a Project.

MHRSD, NCP, the Government and their respective directors, officers, members, employees, agents or advisers (including the Advisers) are not responsible or liable for any costs, expenses or other liabilities incurred by any Applicant.

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GLOSSARY OF TERMS

Advisers:	has the meaning given in the Disclaimer and Confidentiality Notice.
Applicant:	an individual company who submits an SOQ in accordance with this RFQ.
Beneficiary Household:	a household that is receiving social welfare benefits.
Bidder:	an Applicant that has received a NPQ satisfying the requirements to bid for the Project.
Core Services:	means those services detailed in Section 4.1.4.
Due Date:	has the meaning given in Section 3.
ePP:	eProcurement Portal through the link: https://ncp.gov.sa/SocialCase
Government:	has the meaning given in the Disclaimer and Confidentiality Notice.
HMT+:	has the meaning given in Section 4.1.4.1.
ICF:	has the meaning given in Section 4.1.4.2.
Kingdom:	Kingdom of Saudi Arabia.
MHRSD:	has the meaning given in the Disclaimer and Confidentiality Notice.
NCP:	has the meaning given in the Disclaimer and Confidentiality Notice.
Non-Core Services:	means those services detailed in Section 4.1.4.
NPQ:	Notice of Pre-Qualification.
Project:	the provision of the Services to approximately five hundred thousand (500,000) Beneficiary Households per year located in the administrative regions of Hail and Riyadh. This Project represents the first wave of the Services that is expected to expand to various regions of the Kingdom.
Privatization Projects Manual:	the Privatization Projects Manual issued by the Board of Directors of the National Center for Privatization Decision No. (2/5/2018) dated 03/08/1439H (corresponding to 19 April 2018).
RFP:	Request for Proposal.
RFQ:	has the meaning given in the Disclaimer and Confidentiality Notice.
SAR:	Saudi Arabian Riyal.
Services:	all services detailed in Section 4.1.4 and shall consist of Core Services and Non-Core Services.
SOQ:	has the meaning given in the Disclaimer and Confidentiality Notice.
Submission Letter:	means the submission letter in the form of Annex 1 (<i>Submission Letter</i>).

Timetable: means the timetable set forth in Section 3.

1. INTRODUCTION

- 1.1 MHRSD is responsible for providing eligible Beneficiary Households with improved systems of social services and related objectives set out in Saudi Arabia's Vision 2030.
- 1.2 Today MHRSD provides social welfare benefits to approximately one million, six hundred thousand (1,600,000) Beneficiary Households across the Kingdom, of which approximately five hundred thousand (500,000) are located in the administrative regions of Hail and Riyadh. MHRSD currently visits a select number of potential Beneficiary Households and conducts a survey to determine eligibility for social welfare benefits.
- 1.3 MHRSD wishes to transfer the Project to private partners through a five (5) year management contract.
- 1.4 MHRSD is issuing this RFQ, in accordance with Privatization Projects Manual, to seek SOQs from Applicants that may wish to take part in the Project.
- 1.5 The Project is a path-finder privatization for MHRSD and is the first phase towards a broader partnership with the private sector for similar projects across the Kingdom.
- 1.6 Information provided in each SOQ will be used by MHRSD to evaluate the suitability, capabilities (financial, operational, organizational and technical) and experience of Applicants in order to prequalify those Applicants who will be invited to submit a proposal in response to the RFP for the Project. This prequalification will also be used for subsequent phases of the Project (covering other regions of the Kingdom) and pre-qualified Applicants will be invited to submit proposals for subsequent phases.
- 1.7 In order to receive an NPQ for the Project, Applicants must submit all information requested under this RFQ and satisfy the minimal requirements. Such information will be treated as confidential by MHRSD and its Advisers.
- 1.8 Depending on the level of interest, and subsequent evaluation of bids, the Project may be awarded to one or more Bidders (i.e., where each Bidder may be responsible for conducting the Services for a proportion of the five hundred thousand (500,000) potential Beneficiary Households).
- 1.9 Bid evaluation will be based upon, among other things, the Services fee proposed by the Bidder.
- 1.10 In accordance with Council of Ministers Resolution No. 210 dated 18/07/1429H, a number of MHRSD employees may be transferred to the successful Bidder(s) on a temporary secondment (further details are provided in Section 4.1).
- 1.11 Applicants are invited to submit a SOQ in accordance with this RFQ by no later than 15:00 hrs (Riyadh time) on the Due Date.
- 1.12 The Applicant must clarify in the Submission Letter if it is interested in submitting a bid for all, or part of, the Services. If the Applicant is bidding for part of the Services (i.e. only a portion of the approximate 500,000 Beneficiary Households), it must specify the approximate number

of Beneficiary Households it would like to provide the Services for (in case the Project is awarded to multiple Bidders).

2. PROCUREMENT PROCESS

2.1 The “Guiding Principles”

MHRSD will procure the Project in accordance with the following guiding principles, derived from the Kingdom’s overarching goals for the social-services sector:

- 2.1.1 **Competitiveness** – Maximize competitiveness (i.e. number of bidders) while ensuring certain level of competencies is met.
- 2.1.2 **Value to the Kingdom** – Optimize evaluation across technical, commercial, and local content parameters to maximize value to the Kingdom.
- 2.1.3 **Fairness and transparency** – Ensure professionalism, transparency, and fairness throughout the process.
- 2.1.4 **Timeliness** – Ensure timeliness in order to meet targets set out in Vision 2030.
- 2.1.5 **Service continuity** – Minimize disruption of MHRSD’s ongoing surveying services.
- 2.1.6 **Sensitivity** – Minimize risks of sensitivity of Beneficiary Households.

2.2 Procurement Goals

The procurement process for the Project will be structured to achieve the following goals:

- 2.2.1 proven high quality personnel and Services;
- 2.2.2 capability to deliver full scope of Services within deadlines;
- 2.2.3 operational efficiency (logistics, IT systems and other required infrastructure) and capability to anticipate and resolve expected operational challenges supported by evidence; and
- 2.2.4 transparent Services fee evaluation supported by evidence.

2.3 Bid Evaluation

- 2.3.1 Bids will be evaluated in accordance with the Privatization Projects Manual.
- 2.3.2 Qualified Applicants will receive a NPQ and invited to submit bids for the Project.
- 2.3.3 Bids must be substantially complete and materially compliant with the specifications of the RFP upon the date of bid submission. Examples of material non-compliance include:
 - 2.3.3.1 refusal to bear important responsibilities set out in the RFP;
 - 2.3.3.2 submission of a bid that offers only part of the Services required under the terms of the RFP;

- 2.3.3.3 offering a delivery of Services date that is later than the mandatory maximum delivery of Services date specified in the RFP; and
- 2.3.3.4 providing an indicative or estimated Services fee on the bid submission date that:
 - (a) is not substantiated on the bid submission date by any existing contractual agreements or arrangement; and
 - (b) seeking or requiring a period of months post bid to be granted to finalize aspects of its bid to try to achieve the price offered.

2.4 Bid Bond

Each Applicant will be expected to submit, together with its bid in response to the RFP (not the SOQ), a bid bond in the aggregate amount of one million, seven hundred and fifty thousand Saudi Riyals (SAR 1,750,000) in the form of an irrevocable and unconditional guarantee, issued by a recognised bank domiciled or licensed to conduct business in the Kingdom and acceptable to MHRSD. Further details will be provided in the RFP.

3. TIMETABLE

The preliminary timetable for Project is as follows:

Milestone	Date
RFQ release	13 September 2020
Last date for submission of questions	21 September 2020
Due Date for SOQs (the “Due Date”)	7 October 2020
Issue of NPQ	20 October 2020*
Issue of RFP	26 October 2020*
Bidders pre-bid conference	4 November 2020*
Last date for receipt of letter of intention to submit a proposal	8 November 2020*
Bid submission	06 December 2020*
Bid Clarification Meetings	13 December 2020*

* Tentative date

4. PROJECT DESCRIPTION

4.1 Scope

- 4.1.1 The successful Bidder will be responsible, under a five (5) year management contract, for the provision of the Services in Hail and Riyadh.

- 4.1.2 Depending on the level of interest, and subsequent evaluation of bids, the Project may be awarded to one or more Bidders (i.e., where each Bidder may be responsible for conducting the Services for a proportion of the five hundred thousand (500,000) potential Beneficiary Households).
- 4.1.3 The successful Bidder will bear all costs and expenses associated with providing the Services (including the provision of electronic tablets for carrying out the surveys) and will be paid a services fee by MHRSD for each survey.
- 4.1.4 The “**Services**” shall consist of:

“Core Services”

- 4.1.4.1 a financial and social survey (the “**HMT+**”) for all potential Beneficiary Households which:
- (a) is expected to take ninety (90) minutes;
 - (b) includes a comprehensive and holistic household assessment (i.e., considers all members of the household and not just the head of the household)
 - (c) comprises four (4) primary sections:
 - (i) personal and contact information; including detailed social information about the household;
 - (ii) household income;
 - (iii) household assets; and
 - (iv) household spending; and
 - (d) also reports the medical status of all household members and if any of the household members have a disability. To do this, the surveyor does not need to assess the medical condition of the beneficiaries but simply report self-reported / observed conditions.
- 4.1.4.2 where applicable, a separate Disability Functionality Assessment (“**ICF**”) will be conducted during the survey for those persons with disabilities which:
- (a) is expected to require an additional fifteen (15) minutes;
 - (b) is designed, through a series of ten (10) to twenty-five (25) guided questions to assess the cognitive, communicative, physical, psychiatric and behavioural, and sensorial functionality and ability of persons to perform basic daily life activities;
 - (c) does not require medical knowledge or background; and
 - (d) is expected to only apply to members with disabilities of some of the Beneficiary Households (approximately two hundred thousand (200,000) Beneficiary Households out of the total of approximately five hundred thousand (500,000) Beneficiary Households).

- 4.1.4.3 contacting each potential Beneficiary Household by phone to schedule an appointment for the home visit and surveys - the successful Bidder must make at least five attempts to establish contact with each potential Beneficiary Household and if unable to establish contact after the third attempt, inform MHRSD accordingly;
 - 4.1.4.4 visiting the potential Beneficiary Households according to the scheduled appointments and conducting the surveys; and
 - 4.1.4.5 submitting the results of the surveys to MHRSD – the successful Bidder:
 - (a) will conduct all surveys on an electronic tablet and upload the results to MHRSD’s platform upon conclusion of the survey; and
 - (b) is not expected to analyse, assess, or develop recommendations from the outcome of the survey;
 - 4.1.4.6 reporting progress on a monthly basis highlighting the surveys conducted during the months, the observed challenges and suggestions for improving the service;
- “Non-Core Services”**
- 4.1.4.7 transport of surveyors to the Beneficiary Households;
 - 4.1.4.8 logistics and administration services (e.g. book keeping and accounting); and
 - 4.1.4.9 human resources and management of surveyors.
- 4.1.5 The successful Bidder shall be expected to survey all Beneficiary Households once each year. MHRSD will pay an amount (to be determined pursuant to the RFP process) per surveyed Beneficiary Household to the successful Bidder.
 - 4.1.6 MHRSD shall provide the contact information (unique identifier, phone number, physical address, need for ICF, if any, and other basic information) of all Beneficiary Households for utilization by the successful Bidder.
 - 4.1.7 All surveys will be developed and provided by MHRSD to the successful Bidder.
 - 4.1.8 In accordance with Council of Ministers Resolution No. 210 dated 18/07/1429H, MHRSD employees currently conducting the service (approximately one hundred and thirty (130) employees in total) will be seconded and eventually might be permanently transferred to the successful Bidder(s). The potential employees will be evaluated pursuant to criteria agreed with the successful Bidder to ensure the employees are a proper fit for the successful Bidder and are qualified for the applicable role.
 - 4.1.9 All surveyors conducting the Services by the successful Bidder should:
 - 4.1.9.1 be Saudi nationals;
 - 4.1.9.2 be able to maintain a positive, empathetic, and professional attitude;

4.1.9.3 be able to facilitate conversations with Beneficiary Household members and communicate effectively to overcome potential resistance or limited collaboration from the beneficiaries; and

4.1.9.4 at minimum hold a bachelor's degree from a reputable university.

4.1.10 All surveyors need to ensure:

4.1.10.1 Collection of accurate data in the different parts of the survey

4.1.10.2 Protection of the data collected and of the privacy of households

4.2 **Location**

The Services contemplated in this RFQ will be provided in the administrative regions of Riyadh and Hail, Kingdom of Saudi Arabia.

4.3 **Data and Reports**

The RFP will include the following data and reports in relation to the Project:

4.3.1 number of expected surveys (and ICFs) to be conducted in Riyadh and Hail between 2021 – 2025;

4.3.2 exact number of MHRSD staff to be transferred to successful Bidder, position of each employee and current salary;

4.3.3 job description for every required function;

4.3.4 standards and guidelines to be respected at all times; and

4.3.5 performance measurement guidelines (e.g., KPIs and reporting mechanism).

4.4 **Regulatory Matters**

The successful Bidder will be required to satisfy all regulatory requirements and obtain the necessary licenses from the relevant government authorities to conduct any regulated activities.

4.5 **Subcontracting**

4.5.1 The successful Bidder may, with MHRSD's prior written consent, subcontract the Non-Core Services.

4.5.2 For the avoidance of doubt, the successful Bidder may not, at any time, subcontract any Core Services.

5. **MANAGEMENT CONTRACT**

The successful Bidder will enter into a management contract issued as part of the RFP.

6. STATEMENT OF QUALIFICATIONS

6.1 Information to be submitted by the Applicant

Information provided in each SOQ will be used by MHRSD to evaluate the technical and financial strength of Applicants for the purposes of pre-qualification in respect of the Project. The evaluation will be carried out in accordance with the terms of this RFQ. All Applicants must provide the information required pursuant to this Section 6.

6.2 Submission Letter

Each Applicant shall submit the Submission Letter.

The Applicant must clarify in the Submission Letter if it is interested in submitting a bid for all, or part of, the Services. If the Applicant is bidding for part of the Services (i.e. only a portion of the approximate 500,000 Beneficiary Households), it must specify the approximate number of Beneficiary Households it would like to provide the Services for (in case the Project is awarded to multiple Bidders).

6.3 Executive Summary

6.3.1 The Executive Summary section of the SOQ must provide a brief description of:

6.3.1.1 the Applicant's qualifications; and

6.3.1.2 the Applicant's corporate structure and history.

6.3.2 The Executive Summary should not be more than three (3) pages.

6.4 Corporate and Organizational Structure

Each Applicant must be duly registered and in good standing under the laws of the Kingdom.

The corporate structure section of the SOQ must comprise the following in respect of the Applicant.

6.4.1 Contact Information

6.4.1.1 Information Requirements:

(a) Company Name - Contact Details (Contact Person, Address, Telephone, e-mail, Fax);

(b) Ultimate Parent Company Name - (Parent Company Contact Details) (Address, Telephone, e-mail, Fax); and

(c) Saudi / Regional Company Name - (If Applicable) (Relevant Contact Details) (Contact Name, Address, Telephone, e-mail, Fax).

6.4.2 Corporate Information

The Applicant must provide required information as per Annex 2 (*Corporate Information*).

6.4.3 Organizational Structure

This sub-section must contain the following:

- 6.4.3.1 a description and / or organizational chart of the organizational and corporate structure(s) of the Applicant (i.e. identity of intermediate shareholders, levels of shareholding and ultimate parent company) at the date of the SOQ;
- 6.4.3.2 an organization chart for the elements of an Applicant that will carry out the Project; and
- 6.4.3.3 a description of the technical, operational and managerial resources available relevant to this Project.

6.4.4 Key Personnel

The Applicant must provide a list of key personnel that will be assigned to the Project including their resumes and qualifications.

6.5 Financial Capability

6.5.1 The financial capability section of the SOQ must consist of the following in respect of the Applicant. To the extent that the financial obligations of an Applicant are to be guaranteed by a parent company or affiliate, this should be clearly stated, and the following information should also be provided for such parent company or affiliate.

6.5.2 Financial Strength

6.5.2.1 Provision of audited financial statements for the Applicant's financial years 2017, 2018 and 2019. The financial statements shall include a consolidated balance sheet, consolidated income statement and consolidated cash flow statement.

6.5.2.2 If applicable, details of adjustments in the Applicant's parent company long-term unsecured credit rating since 1 January 2017.

6.5.2.3 Provision of a completed Annex 3 (*Financial Information*).

6.5.3 All financial information in the SOQs should be provided in Saudi Riyals or USD equivalent.

6.6 Technical Capability

Applicants must submit their technical capabilities in the form of Annex 4 (*Technical Capabilities*).

6.7 Operational Capability

Applicants must submit their operational capabilities in the form of Annex 5 (*Operational Capabilities*).

6.8 Format and submission requirements

6.8.1 The SOQ and all related correspondence and documents must be in the English language.

6.8.2 The SOQ shall be submitted through the ePP in accordance with Section 6.9.

6.8.3 The SOQ will become the property of MHRSD upon submission.

6.8.4 Each Applicant is allowed to submit one SOQ only.

6.9 Due dates and Submission

Interested parties must submit their SOQ through the ePP by no later than 15:00 hrs (Riyadh time) on the Due Date as indicated in the Timetable. Details of the ePP are provided in Section 8.5.

6.10 Return of SOQs and Costs

Neither MHRSD, NCP nor any of the Advisers will be under any obligation to return any SOQ submitted by any Applicant or to reimburse any Applicant for any cost or expense, whether incurred in preparing its SOQ, response to the RFP or to any other request from MHRSD, NCP, the Advisers or otherwise.

7. EVALUATION, PREQUALIFICATION AND DISQUALIFICATION

7.1 Evaluation

SOQs will be evaluated according to the following criteria:

7.1.1 Level 1

- (a) Unconditional compliance with paragraph 5 of the Submission Letter.
- (b) Submission of three (3) references for “projects of a similar nature”¹ successfully completed within the last fifteen (15) years in the form of Part A (*Reference Projects*) of Annex 4 (*Technical Capabilities*).
- (c) Submission of all required licenses and certificates listed in Part B (*Certificates and Licences*) of Annex 2 (*Corporate Information*).
- (d) Submission of statement of understanding of public sector service, Project needs, capacity to undertake the Project, ability to work with MHRSD and other Government entities to deliver the Project, and financial capability to operate projects of similar size and manage risks during all phases of the Project and maintain quality of services and assets.

SOQs must pass all level 1 criteria to be considered for level 2 evaluation.

7.1.2 Level 2

¹ **Note to Applicants:** “projects of a similar nature” means projects: (a) with a duration of at least three (3) years; (b) involving services similar to the Services (e.g., surveying services); and (c) tendered and bid on the basis of Service Fees or similar arrangements.

Key Criteria	Sub-criteria	Weight
Technical Capability	Number of comparable projects (e.g. examples of organizations to whom Applicant has offered surveying services)	50%
	Number of projects with the public sector and average performance evaluation scores with references	
	Number of years working in KSA	
Operational Capability	Workforce and ability to hire additional employees as needed	30%
	Level of advancement of systems and equipment	
	Local distribution in Kingdom and scale	
	Project delivery and innovation	
Organization	Governance, leadership and people	10%
	Market position	
Financial Position	Overall financial position	10%
TOTAL		100%

7.2 Notices of Pre-qualification

Applicants will be selected on the basis of the evaluation criteria detailed in Section 7.1. MHRSD intends to shortlist five (5) to seven (7) Applicants. MHRSD will issue an NPQ to each selected qualified Applicant. NPQs are expected to be issued in accordance with the Timetable through the ePP following which the RFP will be issued to each qualified Applicant that has entered into a confidentiality agreement² with MHRSD.

7.3 Disqualification

7.3.1 MHRSD reserves the right, in its absolute discretion, at any stage and without notice, to disqualify or reject an Applicant's SOQ for any reason including, inter alia, the following reasons:

7.3.1.1 failure by an Applicant to comply with any of the requirements of this RFQ, in the time, form and manner prescribed (including a failure to submit the SOQ by the Due Date);

7.3.1.2 any effort by any Applicant (or their representatives, affiliates, contractors or any local agent) to bribe or influence MHRSD, NCP, the Government or

² **Note to Applicants:** This will be provided to prequalified bidders together with the NPQ.

any of their respective stakeholders, officers, representatives, employees or advisors (including the Advisers) during the process of qualification or in relation to decisions concerning the qualifications. For example, attempts to 'influence' includes written or verbal correspondence, informal clarification discussions and the submission of additional documentation outside of the formal channels followed by MHRSD;

- 7.3.1.3 failure by an Applicant to disclose or provide any additional information as may be required by MHRSD during the evaluation and qualification process, at the due date directed by MHRSD on its additional information request;
- 7.3.1.4 any activities by an Applicant that constitute a conflict of interest, or may potentially give rise to a conflict of interest, in connection with the Project. Such activities include, but are not limited to, any existing downstream services to a Beneficiary Household (e.g. reviewing applications of beneficiaries, etc.);
- 7.3.1.5 any fraud or misrepresentation during the RFQ process or in the SOQ;
- 7.3.1.6 bankruptcy or insolvency of an Applicant;
- 7.3.1.7 any conviction (inside or outside of the Kingdom) for a civil or criminal offense at corporate or personnel level;
- 7.3.1.8 determination by MHRSD that the Applicant is prohibited from doing business with MHRSD on grounds which may include but are not limited to public policy or national interest;
- 7.3.1.9 pending or threatened legal proceedings with the Government or a related entity;
- 7.3.1.10 failure to report any material change in information provided in the SOQ following submission thereof;
- 7.3.1.11 past failure of the Applicant to comply with the terms of any bid, letter of intent or contract with MHRSD or any Government entity, whether in an individual capacity or as part of a joint venture or partnership;
- 7.3.1.12 cancellation or termination of any contract between the Applicant and any Government entity; and
- 7.3.1.13 direct or indirect communications by any means between Applicants, which relate to the RFQ conditions or which might facilitate price collusion or bidding collusion.

8. ADMINISTRATION

8.1 Discretion

- 8.1.1 MHRSD reserves the right, in its absolute discretion, at any stage and without notice to terminate further participation in the process by any Applicant, to change the structure and timing of the tender process, to amend the information contained in the RFQ or to terminate the tender process for the Project

8.1.2 Neither MHRSD, NCP, the Government nor their respective directors, officers, members, employees, agents or advisers (including the Advisers) shall have any responsibility or liability for any costs, expenses or other liabilities incurred by any Applicant.

8.2 Interpretation and Final Determination

The interpretation and final determination of any matter relating to this RFQ and all enclosed documents, sections, annexures, etc. as well as any further or supplementary information both oral and documentary required by MHRSD, will be at MHRSD's sole discretion which will be final and binding on all Applicants.

8.3 Discharge and Exemption

Applicants that submit SOQs exempt and discharge MHRSD, NCP, the Government and their respective directors, officers, members, employees, agents and advisers (including the Advisers), completely and unconditionally from any responsibility or liability for the decisions that may be made with respect to its pre-qualification hereunder and acknowledge and agree that all such persons will not be liable for any such actions and will be under no obligation to inform the Applicant(s) of the grounds for disqualification.

8.4 Final Form of RFQ

While every effort has been made by MHRSD and its Advisers to ensure that the description of the Project in this RFQ is correct, MHRSD and its Advisers reserve the right in their own absolute discretion to change the description, timetable and scope of the Project at any time.

8.5 eProcurement Portal

8.5.1 MHRSD will use the ePP as the platform to manage and execute the entire tendering process. The ePP will be the main communication interface between MHRSD, its Advisers and Applicants throughout the tendering process. The features and functionality of the ePP have been designed and implemented to achieve the guiding principle of fairness and transparency.

8.5.2 The ePP allows MHRSD and its Advisers to share relevant documents and information in an electronic format with Applicants, while also allowing Applicants to communicate with MHRSD and its Advisers through a messaging feature. Applicants have the right to register more than one user account in order to manage their application and to receive latest updates and notifications. All tender decisions and announcements will be communicated through the ePP with Applicants.

8.5.3 The Applicant account under the ePP shall be the name of the Applicant.

8.6 Additional requests for information

8.6.1 Should Applicants require additional information in relation to the Project and/or the RFQ, such request should be made through the ePP.

8.6.2 Any request for information must be submitted through the ePP by no later than 15:00 hrs (Riyadh time) on the date indicated in the Timetable.

8.6.3 In due course, if MHRSD requires additional information on the references submitted by the Applicant, MHRSD may request such information from the Applicant.

8.6.4 Although no Applicant will have the right to make an oral presentation to MHRSD, MHRSD reserves the right to request oral presentations from Applicants if deemed appropriate. Such oral presentations may be treated by MHRSD as part of the SOQ in the same manner as any other submitted written part of the SOQ from the Applicant.

8.7 Disputes

Any dispute concerning this RFQ will be settled by the competent courts of the Kingdom in accordance with the laws of the Kingdom.

8.8 Inquiries

For all inquiries related to this RFQ, please contact Dr Omar Basaleem (MHRSD) (O.BaSaleem@hrsd.gov.sa) and Mshari Alassaf (NCP) (MAlassaf@ncp.gov.sa).

ANNEX 1: SUBMISSION LETTER

[Letterhead of Applicant]

[MHRSD address]

For the attention of:

[MHRSD recipient]

[●] 2020

I, the [Chairman/Vice Chairman/President/Vice President] of [Name of company], acting as the legal representative of Applicant, hereby certify, represent, warrant and agree, on behalf of [Applicant] that:

1. This Submission Letter, along with all documentation submitted herewith, forms our Statement of Qualification ("SOQ"), which is being submitted in response to (and in compliance with) the Request for Qualification ("RFQ") dated [●] 2020 for participation in the Project, issued by MHRSD. All capitalized terms used herein have the same meaning as in the RFQ.
2. We certify that: (i) the information submitted as part of this SOQ is complete, accurate and true and does not omit any information which might make the information contained in the SOQ misleading in any material respect and (ii) we accept the documents, terms and conditions set out in the RFQ.
3. We fully understand the RFQ, and acknowledge that MHRSD is not obligated to accept our SOQ and may at any time reject our SOQ or cancel the prequalification process in its sole discretion.
4. We fully release and discharge MHRSD, NCP, the Government and their respective directors, officers, members, employees, agents and advisors (including the Advisers) completely and unconditionally from any responsibility or liability for the decisions that may be made with respect to our pre-qualification and that such persons shall not be liable for any such costs, expenses or any other liabilities and shall be under no obligation to inform any Applicant of the grounds for them.
5. We certify that we are free of any activities that may constitute a conflict of interest, or could potentially give rise to a conflict of interest, in connection with the Project (such activities include, but are not limited to, any existing downstream services to a Beneficiary Household (e.g. reviewing applications of beneficiaries, etc.). We certify that we have not bribed or tried to influence MHRSD, NCP, the Government and their respective directors, officers, members, employees, agents and advisors (including the Advisers) with respect to the RFQ, we have not been convicted (inside or outside of the Kingdom) for a civil or criminal offense at corporate or personnel level (including for any breach of any anti-corruption or sanctions legislation) and we have not committed any fraud or misrepresentation in the submission of our SOQ.
6. MHRSD, NCP, the Government and their respective directors, officers, members, employees, agents and advisors (including the Advisers) are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this SOQ, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter will also serve as authorization to any individual or

authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this SOQ or with regard to the resources, experience and competence of the Applicant.

7. We confirm our interest in submitting a bid for the Services in Riyadh and Hail, the Kingdom for:

Full Services (500,000 Beneficiary Households)

Number of Beneficiary Households: _____
(Only if not interested in bidding for full Services)

Signature: _____

Name: [●]

Title: [●]

Attachment: Appendix A - Submission Documents Checklist

Appendix A: Submission Documents Checklist

Section	Submission Documents	Submitted and completed
Section 1	Submission Letter.	_____
SOQ		
Section 2	Executive Summary in accordance with Section 6.3 of the RFQ.	_____
Section 3	Corporate and Organizational Structure in accordance with Section 6.4 of the RFQ, including information required as per Annex 2 (Corporate Information) of the RFQ.	_____
Section 4	Financial Capability in accordance with Section 6.5 of the RFQ, including information required as per Annex 3 (Financial Information) of the RFQ.	_____
Section 5	Technical Capability in accordance with Section 6.6 of the RFQ, including information requires as per Annex 4 (Technical Capabilities) of the RFQ.	_____
Section 6	Operational Capability in accordance with Section 6.7 of the RFQ, including information requires as per Annex 5 (Operational Capabilities) of the RFQ.	_____

ANNEX 2: CORPORATE INFORMATION

Part A: Corporation Information

APPLICANT - PARTY SEEKING PRE-QUALIFICATION	
Name of Applicant:	
Applicant's registered address:	
Principal Contact for correspondence:	Name / Address / Contact details
Principal shareholders of Applicant:	
Parent Company's registered address, telephone, email (if applicable):	
Saudi / Regional Company's registered address, telephone, email (if applicable):	
Year of Foundation/Formation of Applicant:	
Year of Foundation/Formation of Parent Company (if applicable):	
Number of staff employed by Applicant:	
Description of main business:	

Part B: Certificates and Licences

Please attach each of the following Saudi Arabian certificates and licences for the Applicant:

Certificate/Licence	Attached
Commercial (or non-profit) Registration Certificate	—
Saudi Arabian General Investment Authority Licence (if applicable)	—
Chamber of Commerce Certificate	—
Certificate from the Department of Zakat and Income Tax	—
V.A.T Certificate from the Department of Zakat and Income Tax	—

Certificate/Licence	Attached
Certificate from the General Organisation for Social Insurance	_____
Saudization Certificate from the Ministry of Human Resources and Social Development	_____

ANNEX 3: FINANCIAL INFORMATION

Please refer to the relevant attachment.

ANNEX 4: TECHNICAL CAPABILITIES

Part A: Reference Projects

Applicants should complete the following table for each reference project which satisfies Section 7.1.1(b) of the RFQ:

Project name	
Client name	
Contract value	
Applicant's role	
Scope of services/work (Including nature of survey)	
Number of surveys conducted	
Privatization (Yes/No?)	
Location of engagement (Regions covered)	
Start and end date	
Completed or ongoing	
Facilities, equipment and manpower required for engagement	
Number of additional employees hired specifically for engagement	
Knowledge and capacity transfer to local entity after completion of project (if available)	
Performance evaluation (If available)	
Client reference (name, position, tel. no and email)	

If required, attach additional documentation to annex to provide more information on engagement

Part B: Key Personnel³

Please provide the CVs of the team leaders for each of the reference projects covering the following at a minimum:

Name	
Education	
Professional Qualifications	
Position	
Join date	
Years of total experience	
Languages (written and spoken)	
Employment History	
Role in applicable reference project	

³ **Note to Applicants:** At RFP stage, Bidders will be expected to propose full team members for the Project that will be evaluated according to, among other things, level of education, number of years' experience and language proficiency.

ANNEX 5: OPERATIONAL CAPABILITIES

Applicants should complete their operational capabilities in the following table for all relevant services/ projects in accordance with Section 6.7 of the RFQ:

Number of offices in the Kingdom	
Distribution of offices (locations) across regions in the Kingdom	
Number of employees (Surveyors and non-surveyors)	
Number of employees (Saudis vs Non-Saudis)	
Distribution of employees across offices in the Kingdom (Surveyors and non-surveyors)	
IT systems (Names and description of IT systems)	
Hardware (e.g., tablets) including the quantity of each hardware	
Vehicles	