

**“CALL FOR EXPRESSION OF INTEREST” DOCUMENT
FOR QUALIFYING A LIST OF PRIVATE SECTOR
COMPANIES SPECIALIZED IN MANAGING,
OPERATING AND MARKETING INDUSTRIAL
ZONES & COMPLEXES IN QENA AND SOHAG
GOVERNORATES
UPPER EGYPT LOCAL DEVELOPMENT PROGRAM
(UELDP)**

I. Introduction:

Industrial Development Authority (IDA), in partnership with Ministry of local development (MLD) and Qena and Sohag governorates, is implementing Upper Egypt local development program (UELDP). The World Bank is co-financing the program with a results-based loan of USD 200 million. The program aims to improve the business environment and the economic competitiveness to develop the private sector, and enhance the ability of localities to provide quality infrastructure and services through involving citizens in planning and follow-up. This results-based financing mechanism represents a fundamental shift from the approach of centralized investments in infrastructure to strengthening the local accountability system to be able to provide upgraded services. The program will be implemented based on the legal agreement signed between the World Bank and the Egyptian government on the sixth of October 2016.

The results-based loan of the Program for Results (P²R) was chosen on the basis that it is the most appropriate financing tool of such type. It adopts a complex approach that includes institutional transformation and infrastructure investment in order to achieve its objectives, seeking to strengthen the existing systems in the country. Besides, it links the disbursement of funds to results directly according to the achievement of six specific indicators related to disbursement.

In order to activate the provisions of the loan agreement referred to and to achieve its requirements and the requirements of speeding up the implementation of the program in question, Qena and Sohag governorates concluded two bilateral agreements on 12-08-2016 with IDA, in which the two governorates authorized IDA to implement industrial development projects according to the plan approved by each of them within the framework of implementing UELDP as well as delegating IDA to contract with executive and advisory bodies to implement the projects included in the program in accordance with the mechanisms and the controls stipulated in the UELDP Operational Manual, which is approved by the World Bank on 01-01-2016, provided that the two governorates - each within its scope - are the financiers of these projects.

Whereas IDA Law No. ٩٥ of ٢٠١٨ was issued, it defined the scope of IDA works and responsibilities. Accordingly, IDA is the body responsible for regulating the industrial activity in the Arab Republic of Egypt, managing its affairs, implementing the industrial policies set by the competent ministry and its affiliates, developing, implementing land development policies for industrial purposes, making these lands available to investors, and facilitating obtaining the industrial licenses.

In this context and in line with UELDP plans and objectives, Believing in the need to move forward in the P&R implementation in accordance with the plan drawn up in coordination with the two governorates, IDA announces a call for expressing of interest for qualifying a list of management companies wishing to manage industrial zones "**Management company**", To provide the services listed in the Terms of reference appendix.

Accordingly, IDA publishes this invitation for submitting a pre-qualification application to Consortiums/Joint Ventures **specialized In the field of industrial zone management to compete among them for contracting** To provide industrial zones: management services, operation, maintenance and marketing services, as well as business development services for one or more of the following industrial zones in case the applicant company wishes to do so:

- ١- Kalahin Qeft industrial zones in Qena governorate
- ٢-Hew industrial zone in Nagaa Hammadi in Qena governorate
- ٣- West Gerga Industrial Zone in Sohag Governorate
- ٤- West Tahta industrial zone in Sohag Governorate)

II. General definitions:

Industrial Development Authority [affiliated to Ministry of Trade and Industry (MTI)], which is the contracting authority with the Management Company and is responsible for following up the management work performed by the Management Company and paying the company dues resulting from the implementation of the management contract.	IDA
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The company contracted to carry out managing the industrial zones.	The Management Company/The Company
Providing Industrial zones management services, as well as operation, maintenance, marketing and business development services for one or more industrial zones in the governorates of Qena (Qeft and Hew) and Sohag (West Gerga and West Tahta).	Management work
Arabic is the language of the qualification documents and the language that shall be used in filling out the invitation document forms. the applicant companies can attach documents or publications in another language that they deem important to prove eligibility and IDA may request their translation if necessary. this invitation is subject to the provisions of the UELDP procurement and contracting procedures manual, which is included in this invitation document and in the project document.	Language and procedures

III. Qualification criteria of companies and consortiums/joint ventures

IDA will qualify companies or consortiums/joint ventures that apply for qualification within the specified deadline and that meet the qualification criteria mentioned below.

١. Previous experience of the company or consortiums/joint ventures in similar works for each of the required services or parts thereof inside or outside Egypt, in addition to filling out the attached forms.
٢. The organizational structure of the company or each of the consortiums/joint ventures explaining the technical, financial and administrative departments of the company directly related to the administration work, and what benefits the company's possession of the necessary specialties and qualifications, in addition to clarifying the company's staff (organizational structure of the company) in the form of a statement explaining the company's cadres, key employees, managers of the technical departments of the company, educational qualifications, specialization and length of experience... etc. The CVs of the staff of the main officials of the company or consortiums/joint ventures in the sectors directly related to management, maintenance and marketing services of the industrial zones are attached.
٣. The annual turnover of the company or consortiums/joint ventures over the past five years.

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- ξ. The financial position of the company in accordance with the audited financial statements and auditors' reports for the last three financial years.
 - ο. The company shall not be involved in acts of fraud, corruption, recurring lawsuits, judicial or administrative judgments against the company. The company shall submit a statement issued by the company's legal advisor regarding the judicial and arbitration lawsuits in which the company is a party, as well as criminal, civil and administrative judicial and arbitral judgments and the final administrative decisions that have been issued against the company during the last five years, which may affect IDA decision to qualify the company, in addition to filling out Form No. (ε).

The employer reserves the right to exclude the applicant for qualification who has been proven to be involved in fraud and corruption or who is inferred from the biography of previous judicial disputes according to form No. (ε) the frequency of judicial/arbitration decisions issued against him.

Companies or consortiums/joint ventures applying for qualification must prove that they meet all the above criteria by filling in the information for each evaluation criterion in the Forms attached to this invitation document. in the case of consortiums/joint ventures, the required information must be provided by all members of the consortium/joint venture.

For consortiums/joint ventures, it is required that all members of the consortium/joint venture are jointly responsible for the execution of the contract and appoint from among them a chairman of the consortium/joint venture who will represent them at all stages of the competition and the execution of the contract)

IV. Date and method of documents submission:

The prequalification application documents must include: prequalification application letter, the articles of association and the Commercial Register of the company or companies that are members of the consortiums/joint ventures, recent and including the latest amendments, letter of intent to enter into an alliance (for consortiums/joint ventures), the information and data described in this invitation, the Forms attached to this invitation after its completion, as well as any additional information or documents that the company wishes to provide to confirm that it meets the prequalification criteria and the implementation of management work.

The companies shall submit the pre-qualification application with all the necessary data and documents attached to it to IDA in a form of one original copy and two photocopies in one sealed outer envelope on the date specified in the published advertisement and in this invitation. Interest requests received after this date will not be considered.

The deadline for receiving requests for expressions of interest is: Sunday, January ٢٢nd, ٢٠٢٣ at ٢:٠٠ pm at IDA headquarters in the fourth floor – the Implementation Unit of the Upper Egypt Local Development Program.

Requests of interest are submitted at the following address:

To Eng. Mohammed Abdulkareem

Address: ٤٢ Al-Salam Axis, Northern ٩٠ St, Fifth Settlement, New Cairo, Fourth Floor, The Implementation Unit of the Upper Egypt Local Development Program

Applicants for the qualification process are obligated to submit their documents in sealed envelopes and deliver **them either by hand or by express mail, provided that IDA receives them before the deadline for receiving requests for expressions of interest.**

The applicant shall write his name and postal address on the envelope, as well as the name of the industrial zone to be applied for management, as shown below, provided that the applicant is given a receipt of the envelope

The applicant must write the following data on the sealed envelope:

Qualification request for a task:

Carrying out the work of industrial zone management services, providing operation and maintenance services, marketing and business development services

[Name of the industrial zone(s) to be applied for]

Applicant's name

Applicant's address:

V. Provisions of the procurement and contracting procedures guide that will apply to this invitation:

- Any qualification application submitted without closing it will be rejected and no responsibility will fall on IDA as a result of refusing to deal with any

envelope that is not sealed or does not have the name of the program written on it.

- Any envelope that is not received at IDA address before the date and time specified in this invitation will not be considered and will be excluded and returned to the applicant without opening it and without any right for the applicant to object to that.
- The applicant's failure to provide accurate and clear information that IDA considers essential information in the evaluation will result in disqualification of the applicant.
- **Inquiries of applicants (qualification applicants)**

A session will be held to answer any inquiries regarding this invitation document 9 days after the date of the announcement at 12:00 PM on Sunday, December 8, 2022, in the meeting room on the fourth floor of IDA building at 42 Al-Salam Axis, Northern 90 St, Fifth Settlement, New Cairo. IDA shall respond to inquiries within 3 working days from the date of the inquiry session.

The applicant has the right to request any clarifications or inquiries regarding this invitation document, and the applicant must submit his inquiry or request for clarification **Write before responding to inquiries submitted to the e-mail address Below at the end date on Thursday, January 6, 2023, at 23:59**

Taking into account that no request for clarification or inquiry will be accepted after this date. IDA is obliged to respond in writing to the inquiry and distribute it to all inquiry providers and recipients of the documents of this invitation within 3 working days from the date of the deadline of submitting the proposals, provided that the response includes the subject of the inquiry without mentioning its source.

- Inquiries are sent to the following address :

Procurement Manager at the Upper Egypt Local Development Program Implementation Unit - IDA:

Email: ahmed.sarieldin@Ida.gov.eg

- **IDA Clarifications**

- IDA has the right to seek clarifications from the applicants during the qualification phase regarding any of the data submitted by them. In this case, the applicant will be addressed in writing at the e-mail address mentioned in

the qualification documents, and the applicant is obligated to respond in writing to those clarifications within the period specified by IDA in the clarification request letter. In the event that the applicant does not respond to these clarifications, or in the event of a delay in responding to the deadline set by IDA, it has the right to reject and exclude the applicant.

- IDA has the right to reject or exclude any of the applicants who, upon examining the documents submitted by them, prove that they did not submit and fill out all the mentioned forms, or they were filled with incorrect data.
- IDA has the right to officially request any clarifications from any of the entities that the applicant stated in the submitted forms that he had previously dealt with, In order to verify the validity of the data provided by him. The applicant must provide IDA with information on how to contact those entities, including the sites for executing the works if requested for a site or for a specific entity. In the event that the applicant refuses or fails to do so, this failure is considered as the invalidity of the data submitted by him and related to that entity. In the event that this happens, IDA has the right to exclude that document or reject and exclude the applicant as a result of the incorrectness of the data submitted by him or because of his failure to prove their validity.

- **Applicants Notification**

- Applicants will be evaluated based on the criteria mentioned in this invitation.
- IDA will send an official notification to qualified applicants at their addresses mentioned in the qualification application documents immediately after the selection of qualified consortiums/joint ventures is completed. IDA has the right to cancel the entire qualification process and reject all applicants without any of them having the right to object or claim any expenses and without any liability on IDA.
- Any applicant may appeal the exclusion decision in accordance with the provisions of the UELDP Procurement and Contracting Procedures Manual.

The company applying for qualification must fill out all the attached forms related to the required information about consortiums/joint ventures. The required forms are according to the following table:

Qualification standard	In case of consortiums/ joint ventures, all parties must fill out this form	Company "Single Entity"	Content	Form
The applicant must fill out this form	All parties must fill out this form	The applicant must fill out this form	General information about the applicant	Form No. ١
The applicant must fill out this form	All parties must fill out this form	The applicant must fill out this form	Questionnaire about the applicant company	Form No. ٢
Not less than ٣ contracts for similar services for the required tasks during the last five years, whether they have been completed or in progress, provided that at least two of them have passed since the beginning of their implementation for more than a year.	All parties must fill out this form	The applicant must fill out this form	record <u>of similar experiences</u> and the projects that he has implemented and completed, or the projects currently under implementation by the applicant during the last five years inside or outside Egypt	Form No. ٣
<ul style="list-style-type: none"> Financial capacity: Liquidity: The current liquidity ratio is not less than (١) for each of the applicant consortiums/joint ventures or companies. 	All parties must fill out this form	The applicant must fill out this form	Statement of financial capacity	Form No. ٤

Qualification standard	In case of consortiums/ joint ventures, all parties must fill out this form	Company "Single Entity"	Content	Form
<ul style="list-style-type: none"> The annual business volume for at least one of the last three years: not less than EGP٥٠,٠٠٠ for each company of the consortiums/joint ventures in the following specializations (marketing, managing and operating industrial cities or resorts) and a business volume of not less than EGP٤,٠ million of the applicant consortiums/joint ventures or one applicant company. Submitting the company budget for the last three years, approved by a chartered accountant				
There are no similar contracts that have been withdrawn or terminated by IDA or any client, or Judicial disputes in this regard that indicate that the applicant may be disqualified.	All parties must fill out this form	The applicant must fill out this form	Judicial disputes or arbitration	Form No. ٥
Form No. ٦				
The company's staff includes competencies / jobs that cover all the jobs subject to qualification and are mentioned in detail in Attachment No. ١ (business description) so that the company or consortiums/joint ventures fulfills the allocation of one senior for each of the tasks mentioned in the TOR description (for main and subsidiary tasks), and his experience is not less than ٧ Years.	All parties must fill out this form	The applicant must fill out this form	Permanent (main) staff of the company	Form No. ٦, ١

Qualification standard	In case of consortiums/ joint ventures, all parties must fill out this form	Company "Single Entity"	Content	Form
In addition, all the human resources associated with the tasks should be included.				
∇·% of The main staff of the company must have an experience of more than ∇ years	All parties must fill out this form	The applicant must fill out this form	CVs of the main staff of the company	Form No. ٦-٢
The applicant must fill out this form	All parties must fill out this form	The applicant must fill out this form	Qualification application letter	Form No. ٦

- The applicant must fill in all the required information in the attached forms. in the event that the above data is not proven correct, IDA has the right to exclude the applicant and/or take any legal measures it deems appropriate in the event of proving intentional misrepresentation and other acts of fraud or corruption.

Form No. (١) General information about the applicant

١. Applicant's name
٢. Company name:
٣. Commercial Register number:
٤. Tax card number:
٥. Company type :
٦. Date of its foundation:
٧. Head office address:
٨. Phone: Fax: E-mail address:.....
٩. In case there are branches of the company, the following table must be filled in:

Name of the responsible person	Phone number, fax and e-mail	Branches addresses

Form No. (٢) questionnaire about the applicant company

١. Applicant's name
٢. The organizational structure of the company must be attached with a statement of the names of the managers and the main positions of the company
٣. The following documents must be attached:

Expiration date	Certificate name	#
	A copy of the commercial register certificate or the license, not more than three months old, with the latest amendments	٢-١
	Copy of the Memorandum of Association or Articles of Association of the company according to the latest amendments	٢-٢
	Copy of company classification certificate(If applicable)	٢-٣
	ISO ٩٠٠١ certificate, what indicates the quality systems and internal technical audit applied in the company Or equivalent of this certificate of standards(If applicable)	٢-٤

Note: only valid documents will be accepted

٤. What is the company's main area of expertise
.....

Form No. (٣) record of similar or similar experiences

The applicant shall fill out **this form for each project** put forward for qualification and similar in scope and in the degree of difficulty

(A single form is used for each completed or ongoing project during the past five years inside or outside Egypt, provided that copies of completed or ongoing contracts are attached to it)

Contract Name :	١.
Country	
Owner name :	٢.
Owner's address: Phone: Email:: Name of the official in the owning entity:	٣.
The nature of the work and its similarity to the project proposed for qualification:	٤.
The applicant's status in that contract: (mark only one selection) <input type="checkbox"/> Member of consortium/joint venture <input type="checkbox"/> Sub-service provider (subcontractor) <input type="checkbox"/> Main service provider (main contractor)	٥.
Total volume of the contract in Egyptian pounds (with mentioning the currency exchange rate issued by the Central Bank on the date of signing the contract)	٦.
Contract Term (from month ... year To ... month year	٧.

Form no. (٤) Statement of Financial Solvency

Applicant's name

applicant must show in the following table a summary of his assets and liabilities **based on the budgets of the last three years** audited and approved by an accredited auditor.

Actual: years preceding the submission of qualification documents			Financial statements (in Egyptian pounds)
٣	٢	١	
			Total assets
			Total Liabilities
			Current assets
			Current liabilities
			Net capital
			Annual turnover of the company
			Profits before tax accounting

Form no. (°) Judicial disputes

Applicant's name

.....

١. Are there any current or previous judicial disputes, including but not limited to any lawsuits filed against the applicant for qualification or against any member of the consortium/joint venture? (tick an x in the appropriate box)

No

Yes

If yes, briefly indicate the result of those disputes :

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٢. Has any project been withdrawn from him by any government or private agencies or blacklisted? (tick x in the appropriate box)

No

Yes

If yes, mention the name of the entity and the reason :

Reason for reservation	Name of the entity

Form no. (٦-٢) CVs of key managers / heads of departments in technical sectors related to this task within the company

Company name:			
Employee name:			
Specialization:			
Job applicant:			
Date of birth:	Nationality:		
Years of working in the company:			
Membership of scientific and professional societies:			
Main qualifications and skills:			
Educational background :			
Career history and position held:			
Employee's experience in similar projects:			
Languages:	Conversation	Writing	Reading
Others:			

A separate table shall be filled out for each expert/key employee in the terms of reference of the industrial zone administration

Form No. (V) qualification request letter

(The qualification request letter shall be filled out on the applicant’s papers)

The applicant must prepare a qualification request letter indicating his full name and address.

Date of qualification request letter: / / ۲۰۲۲

Operation number:.....

To (IDA):.....

We, the undersigned, apply for qualification:

By our request, we, the undersigned, acknowledge that:

- a) We have read the documents of the call for expression of interest, including the minutes of inquiries and responses thereto, as well as any annexes issued in this regard. We have no reservations about them.
- b) We are not included in the write-off lists in the employer's records and the records of the General Authority of Government Services..
- c) We including our subcontractors and suppliers for any part of the Contract have no conflicts of interest.
- d) We submit this application to be qualified to carry out the following works: (insert the name of the industrial zone(s):

Carrying out industrial zone management services, providing business development services, security, maintenance, marketing and promotion locally and globally for the following industrial zone(s):

.....

- e) We as a qualification applicants or subcontractors are not involved in more than one qualification request in this qualification process.
- f) We have taken all necessary measures to ensure that any person working for us or on our behalf will not be involved in acts of corruption and fraud defined in the Procurement and Contracting Procedures Manual.

qualification applicant's Name:

Name of the duly authorized representative to sign the qualification application on behalf of the company:

The capacity and position of the representative authorized to sign:

to sign the application on behalf of:.....

Date:.....

Attachments:

١. Description of the services of "managing, operating and marketing of industrial zones in the governorates of Sohag and Qena in Upper Egypt" - in English
٢. UELDP procurement and contracting procedures guide - in English