



SHELBBIE HOMES

CONFIDENTIAL

EXTENDED PREQUALIFICATION QUESTIONNAIRE

FOR

CONSTRUCTION WORKS FOR THE CONSTRUCTION OF A PROPOSED

3-STOREY 3-BEDROOMS RESIDENTIAL APARTMENT BUILDING

AT DANSOMAN.

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PREQUALIFICATION COVER LETTER

Shelbbie Homes Ltd.

1 Cardinal, 4th Close

Dansoman – Accra, Ghana

GPS: GA-535-7244

Date: 22nd January 2024

To Whom It May Concern

Dear Sir/Madam,

SUBJECT: PREQUALIFICATION, PROPOSED CONSTRUCTION WORKS FOR CONSTRUCTION OF 3 BEDROOMS 3 STOREY RESIDENTIAL APARTMENT AT DANSOMAN.

Shelbbie Homes Ltd. is seeking to establish a list of potential tenderers that have the capability, capacity and experience to tender for Construction Works, for the Construction of a proposed 3-Storey 3-Bedrooms Residential Apartments Building Structure at Dansoman and other possible future subsequent projects.

You are invited to present your credentials in the form of written responses to the questions set out in the attached Prequalification Questionnaire document. Please read *Part 2 – Instructions*, of the attached document and for any enquiry, kindly contact the single point of contact named below.

Your response, presented in accordance with the enclosed Instructions, is required to be received in our office by hardcopies, pen drives, and/or email on admin@shelbbie.com by **midday Ghana time on Friday, 9th February 2024.**

In responding to this questionnaire your company is not guaranteed inclusion in any subsequent tender list and/or any preferred supplier lists that Shelbbie Homes Ltd. may compile because of this overall exercise.

We request that you contact only the nominated single point of contact with respect to this request.

Yours faithfully

for and on behalf of Shelbbie Homes

.....

Gilbert Reinall Addo

EA to CEO & Property Team Leader

PART 1 – SCOPE OF WORK

The following data is indicative only and is provided to assist you with your response.

1.0 Nature of Project:

The proposed development comprises the Construction of Three (3) Bedrooms [6no.] Three (3) Storey Residential Apartments Building at Dansoman. The Gross Floor area for the for the residential apartment is approximately **1,085** square metres.

1.1 Location:

The site for the building is located at **Dansoman**, Acalypha Street off Dansoman High Street.

1.2 Description of Works:

The works generally comprise of the following:

1.2.1 Site Mobilization, Enabling Works and Demobilization on Completion of Works

Key activities include:

- Site mobilization of contractor's resources including establishment of material storage area and other enabling works such as hoarding to ensure safe and continuous access to and from other parts of the premises;
- Provision of all temporary facilities and structures for use by the Contractor's personnel including washroom facilities, first aid facilities, Personal Protective Equipment (PPE)
- Identification and protection of all existing service lines (both buried and exposed) prior to and during construction. All live electrical, water, sewer and communication cables/lines shall be disconnected prior to commencing any demolishing works and;

1.2.2 Building Works

Site Clearance	Careful demolishing and site cleaning of all debris and unsafe materials to enable commencement of groundwork
Groundwork	Column and strip footing excavations, backfilling around substructure walls and columns, waterproofing, hardcore filling under floors, damp-proof membrane laying, disposal of surplus and unsuitable excavated materials, and general earthworks.
Concrete	Substructure: Concrete works comprising strip and pad footings, column pedestals, slab on-grade, rebar and formwork. Superstructure: Concrete works comprising lintels and beams, rebar and formwork.
Masonry	Substructure block work in 150mm thick grade 5N/mm ² solid concrete block walls laid in 1:4 cement-sand mortar. Superstructure block work in 150mm thick grade 5N/mm ² concrete block walls laid in 1:4 cement-sand mortar.

Structural/Carcassing/metal	Roof framing system comprising wood/steel rafters, braces, and purlins by nominated subcontractor. Ceiling framing system comprising galvanised steel hangers, runners and joists, Anchor bolts, nuts and washers for securing the roofing system to the ring beam. 0.4mm Thick CNC Galvanized Steel Design Plates installation and Burglar Proofing for windows and some selected doors.
Cladding/ Covering	Long span Self-lock pre-coated 0.5mm thick Aluzinc roofing sheets supplied and installed by nominated subcontractor, suspended plaster boards ceiling system for the interior including all necessary trims, flashings and accessories to match, cement boards in external ceiling system and supported by treated hardwood joists and noggins, Sound insulation for ceiling.
Windows/Doors/Stairs	Sliding, Casement and Awning aluminium framed, double glazed windows with rolling netting system for casement and awning windows. Proprietary-made wooden solid-core flush doors at the washrooms and flus solid-core panelled doors at all other interior spaces. External doors shall be proprietary-made 1.5hr fire-rated, waterproof metal doors. Each door to be provided with ironmongery including locks and hinges.
Surface finishes	All floors to be finished in 8mm thick porcelain floor tiles on 40mm thick cement-sand screed. All walls to be rendered with 12mm thick cement-sand mortar and finished in acrylic emulsion paints. Walls in washrooms to be tiled up to ceiling level. All interior floors to be provided with 100mm high tile skirting.
Sanitary Appliances	Water closets, wash hand basins, faucets [taps] in the washrooms, Kitchen sinks and all sanitary fixtures and fittings to be supplied by a Domestic Subcontractor with installation by Main Contractor.
Building fabric sundries	Each exterior door and washroom doors shall be provided with door wall and floor stops as according to design and specification.
Disposal systems	Pipework for waste water from washrooms, kitchen and dining Roof gutters and downpipes to collect rainwater from the concrete roofs gutters and slabs.
Piped supply systems	Cold potable water plumbing supply systems to washrooms, kitchen and dining.
Ventilation and air conditioning systems	Packaged unit and split-air conditioning with fresh air supply Extractor fans at the kitchen
Electrical supply/power lighting systems	LED light fixtures for interior and exterior will be supplied by the Domestic Subcontractor with installation by Main contractor Sockets, switches and all Fixtures Cabling, conduits and ducts for lights and small power systems Distribution board with MCBs, bursars and other accessories and controls.
Security/Control systems	Electric Fencing; CCTV, etc.

1.2.3 External Works

Water and Sewerage System Connection of wastewater to the existing sewerage system
Connection of potable water to the existing water mains
Provision of high level water storage tank.

Electrical Connection of electricity from the existing electrical network

Parking Provision of paved parking areas in front of building
Horticulture.

PART 2 – INSTRUCTIONS

1 INSTRUCTIONS

1.1 General

- 1.1.1 You are requested to respond to all the questions contained in *Part 3 – Questionnaire* hereto, and may provide additional information as attachments to your response, where you consider it as beneficial to the process.
- 1.1.2 Failure to complete the questionnaire in full will lead to your exclusion from the prequalification evaluation and any potential inclusion on the Invitation to Tender.
- 1.1.3 All costs and expenses incurred by yourselves relating to responding to this prequalification request for information shall be to your account and will not be refunded to you, irrespective of the outcome.
- 1.1.4 In context, the words “you” and “your” in this questionnaire represent the legal entity that would perform a Contract.
- 1.1.6 Except as may lawfully be in the public domain, you are required to hold and keep the information provided in this Pre-Qualification Request, and any correspondence that may arise in connection therewith, confidential and not transmit or distribute it other than within your organisation strictly for the purpose of formulating your response.

1.2 Return Date

Please provide your full response by delivering **3no. Hardcopies [one original and two copies]**, and **Softcopy** on pen drive or **Email** to the single point of contact /address below by **midday Ghana time on Friday, 9th February 2024.**

1.3 Single Points of Contact

Should you have any questions or queries with respect to this Prequalification Questionnaire please direct your correspondence to the following Shelbbie Homes single point of contact:

Gilbert Reinall Addo
Shelbbie Homes Ltd.,
1 Cardinal, 4th Close,
Dansoman – Accra, Ghana
GPS: GA-535-7244.

Tel: **+233 (0) 30 395 9115 / +233 (0) 53 650 7722**

Email: admin@shelbbie.com

PART 3 - QUESTIONNAIRE

1. CONTRACTING ENTITY

Please provide the following information:

- 1.1** Precise and full name of the company that would enter into any contract resulting from this tendering exercise.
- 1.2** Registered address
- 1.3** Registration number and copy of registration certificate
- 1.4** Tax Certification Number in the country of domicile and the contract area
- 1.5** VAT number in the country of domicile and the contract area
- 1.6** Operating address (if different from above) Shareholding information – Attach Form 3 and Form 4 of Registrar General Department indicating owners of the company

2. FINANCIAL ABILITY

The Applicant shall demonstrate that it has access to, or has available, liquid assets, 3 years Financial Statement, lines of credit, and other financial means sufficient to meet the construction cash flow for a period of Three (3) months, estimated as Gh¢500,000.00 net of the Applicant's commitments for this or other contracts.

3. CERTIFICATION / INSURANCE

Please advise whether you have the following (if YES, provide copy):

- 3.1** Valid GRA Tax Clearance Certificate.
- 3.2** Valid SSNIT Clearance Certificate.
- 3.3** Valid Business Registration Certificate
- 3.4** Valid Certificate of Incorporation
- 3.5** Valid Certificate of Commencement.
- 3.6** Valid Works and Housing Certificate
- 3.7** Valid Labour Certificate
- 3.8** Power of Attorney

Attach. Others:

- Work Programme and Schedule
- List of Subcontractors
- Method Statement

4. KEY PERSONNEL

4.1 Please provide summary details of Key personnel and disciplines within your organisation:

Name of Personnel				No. of Year of Similar Experience
	Position	Profession	Qualification	

5. RELEVANT EQUIPMENT HOLDING

Please provide summary details of full range of equipment and plant owned by your organisation in the following format:

Description Equipment/Plant	Model / Brand	Quantity

6. SIMILAR WORK EXPERIENCE

Please provide a brief experience statement detailing Operating Companies for whom you have performed similar work during the previous 3 years using the following format:

Operating Company	Services Provided	Value (US\$)	Location	Start Date – End Date

7. KEY SUBCONTRACTORS AND SUPPLIERS

Please list below partner organisations and key sub-contractors which you would propose for the work, and which services each party would provide:

Name of Partner / Subcontractor	Services Provided	Previous Relevant Experience with Partner/Subcontractor

8. AVAILABILITY

Please confirm your availability for construction works commence to meet the required start date of Monday **26th February 2024**.

9. LITIGATION HISTORY.

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the Applicant or any partner of a joint venture may result in failure of the application.

LETTER OF APPLICATION

[letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., and cable address]

Date:.....

To:

.....
 [name and address of the Employer]*

Dear Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract<s> under the*[name of the Project] project:

Contract number*	Contract name*
1.	
2.	

2. Attached to this letter are copies of original documents defining 1:

- (a) the Applicant's legal status;
- (b) the principal place of business; and
- (c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application 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 as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

5. This application is made with the full understanding that:

- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (b) your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications.
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

6. The undersigned confirm that the Applicant meets the eligibility requirements regarding domestic preference, and request that any bid made be assessed on this basis.

7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Applicant or lead partner of a joint venture)