

Attachment 1
Statement of Qualifications Questionnaire (revision 1)
Construction of a new office building (“Building H”)
at the Palais des Nations in Geneva, Switzerland.

1.1 General information about the firm compiling the questionnaire

Name	Tel	Email
Mr. Mrs. XXXX XX/XX	Tel:
In case of absence:		
Mr. Mrs. . XXXX XX/XX	Tel:

1.2 Country of Origin of the Firm Compiling the Questionnaire

Name / address of the firm	Country of origin

1.3 Organisation in the Case of a Consortium

In case of a combination of firms, the Statement of Qualifications Questionnaire shall be completed individually by each member of the consortium and returned to UNOG in the same envelope.

In case of a consortium, please indicate below the organisation of the combination of firms, providing the information requested for each member of the consortium and defining the currently envisaged distribution of the contract among the members of the consortium in percentage terms.

Name of Company: _____

Signature of authorized Official: _____ **Date:** _____

Name and address	Works supplied	% of contract distribution
Lead Firm		
Member of Consortium		
Member of Consortium		

2. Prequalification Criteria

2.1 Is the firm or any of its member(s) of the consortium involved in bankruptcy proceedings, sequestration or any analogous situation arising from a similar procedure provided for in law?

Yes

No

2.2 Has the firm or any of its member(s) of the consortium been subject of a judgment for fraud, corruption or any other illegal activity?

Yes

No

2.3 Has the firm or any member(s) of the consortium had a contract terminated for cause or default in the last three (3) years or has been disqualified by any public agency from being awarded a contract?

Yes

No

Name of Company: _____

Signature of authorized Official: _____ Date: _____

2.4 Is the firm or any member(s) of the consortium able to provide a bank guarantee amounting up to CHF 12 Million?

Yes

No

2.5 Is the firm or any member(s) of the consortium able to provide a bid bond in the amount of CHF 50'000?

Yes

No

2.6 Are the key personnel of the firm or of any member(s) of the consortium fluent in written and spoken English?

Yes

No

2.7 Will the firm be able to provide a BIM Manager during the entire contract period?

Yes

No

2.8 Is the firm registered as a contractor for construction services?

Yes

No

Name of Company: _____

Signature of authorized Official: _____ Date: _____

2.9 Does the firm have an average annual turnover of at least CHF 200 Million per annum in construction works over the past three years?

For members of a consortium, each individual member must have a minimum average annual turnover of CHF 50 Million per annum over the past three years, and, all members of the consortium must have an average **cumulative** annual turnover of at least CHF 200 Million in construction works over the past three (3) years.

Yes
No

	2013	2014	2015
Turnover firm/Lead Firm			
In all activities
In construction works
Turnover/Member of Consortium			
In all activities
In construction works
Turnover/Member of Consortium			
In all activities
In construction works

Audited/certified financial statements (or tax returns) for the past three years are to be provided for each firm and for each member of a consortium.

2.10 Can the firm demonstrate three recently completed reference projects (within the last five years), or reference projects which are in progress, that are relevant to this REOI?

Yes
No

Name of Company: _____

Signature of authorized Official: _____ **Date:** _____

In case of a consortium, the three reference projects may relate to any of its members.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

For a reference project to be considered relevant, four of the following seven minimum characteristics must be met for each of the three projects:

1. Multi-story, minimum three stories, concrete building structure with integral heating / cooling systems;
2. Office building with high-end finishes of 15,000 m² minimum open office space with modular furniture, partitions, and contemporary data and power distribution system;
3. Conference / meeting rooms with contemporary audio visual systems;
4. Façade composed of full floor height curtain walls 4,000 m² minimum;
5. Planted green roofs requiring specialized water-proofing;
6. LEED, BREAAM, Minergie, or similar green building certification level of LEED NC ‘Silver’ (or comparable level) or higher;
7. Use of Building Information Management (BIM) system.

Firms are to provide each reference project on a separate document, maximum of two pages per project.

Additional references will not be considered.

2.11 Health, Safety and Environmental protection matters: Can the firm or any of its member(s) in case of a consortium provide evidence of its respective applicable health, safety and environmental certifications obtained, if any, **or internal policy** in compliance with applicable regulations?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, attach a copy of the relevant documentation.

Name of Company: _____

Signature of authorized Official: _____ **Date:** _____

2.12 Quality Assurance: Can the firm or any of its member(s), in case of a consortium, provide a quality management system certification (preferably ISO 9001:2008 or equivalent), which must be valid for at least 12 months from the date of the submission deadline of the EOI?

Yes
No

If yes, attach a copy of the relevant certificate which clearly shows the certification authority and date of certification.

2.13 Does the firm or any of its member(s), in case of a consortium, have the capacity to meet the target dates to submit a proposal and to complete the construction works in the summary provisional timeline outlined below?

Main Activity	Date	Firm has the capacity to meet deadlines? Yes/No
Submission by firms of their Expression of Interest (EOI)	01 November 2016	
Submission Deadline for Proposals by the firms for the RFP	February 2017	
Contract Signature	June 2017	
Start of Construction works	August 2017	
Complete the construction works of the New Permanent Building	End 2019	

2.14 Is the firm or any of its member(s), in case of a consortium, registered in UNGM at least at the Basic Level?

Yes
No

Name of Company: _____

Signature of authorized Official: _____ Date: _____

If higher than Basic registration in UNGM, please indicate the level of registration.

Name and address	Level 1	Level 2
Lead Firm		
Member of Consortium		
Member of Consortium		

3. Please indicate any other relevant information

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Date

Signature and stamp of firm
 (To be signed by each member in case of a consortium of firms)

Name of Company: _____

Signature of authorized Official: _____ Date: _____