



euro news

SPECIAL EDITION

N° 28 NOVEMBER 1997

Guidelines on Registration and Pre-qualification Criteria and Procedures for Engineering Consultants

addendum to the Guidelines on Effective Competition between Engineering Consultants

Guidelines on
Effective Competition
between
Engineering Consultants

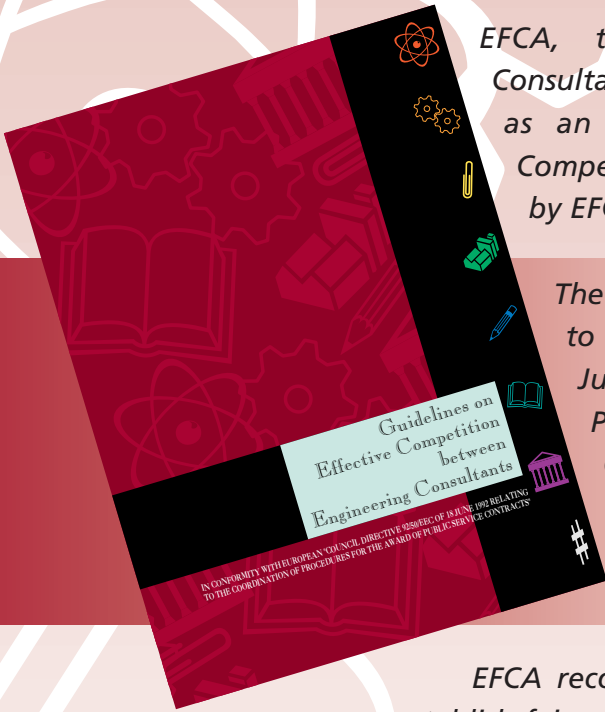
IN CONFORMITY WITH EUROPEAN COUNCIL DIRECTIVE 92/50/EEC OF 18 JUNE 1992 RELATING
TO THE COORDINATION OF PROCEDURES FOR THE AWARD OF PUBLIC SERVICE CONTRACTS



Engineering Consultants:
Where would Europe be without them?



FOREWORD



EFCA, the European Federation of Engineering Consultancy Associations, has prepared these guidelines as an addendum to the Guidelines on Effective Competition between Engineering Consultants issued by EFCA in March 1994.

The guidelines are of particular relevance in relation to the European Council Directive 92/50/EEC of 18 June 1992 relating to the Co-ordination of Procedures for the Award of Public Service Contracts. They are, however, equally well applicable for public and private clients as an element in the general procedures for selection of consultants and award of contracts.

EFCA recommends that these guidelines be followed to establish fair and transparent procedures and to serve the interests of all parties involved.

*Søren Prah
EFCA President*

1 INTRODUCTION

The present guidelines have been prepared as a supplement to the previously issued guidelines on effective competition, especially in relation to projects tendered for in accordance with the Services Directive. They are however applicable for registration and pre-qualification in general, and therefore recommended by EFCA for general use.



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PURPOSE OF GUIDELINES

The purpose of these guidelines is to assist clients and consultants by establishing a standardised basis for registration and pre-qualification, and thereby securing that all the necessary information is provided, and that this is done in a cost efficient manner. The preparatory work as well as the subsequent processing by clients will also be greatly facilitated through the use of these standardised formats.

Registration is particularly relevant for clients who are frequent users of consultants and who base their selection on direct appointments or negotiated procedures.

The drawback of a register is that it must be kept up-to-date to be of any use. This is best handled by standardising registers and thereby facilitating the updating procedures.

Pre-qualification has as its overall objective to identify a small number of qualified and competent consultants to bid for a given project. Through this procedure the client secures that high quality bids are received and that the cost to the bidders in total is kept at a reasonable level. The process is cost efficient both from a client's as well as from a consultant's point of view.

3

REGISTRATION

Registration of consultants occurs for many different reasons and in many different degrees of detail. Most EFCA Associations will have a national directory of member firms with a varying level of information, depending on national traditions.

Some registers serve a highly specialised group of firms and some are of a more general nature, depending on what has been the objective of establishing the register.

Today the most commonly used international standard registration for consultants is the DAICON Register, introduced and developed by the World Bank, and being adopted by a large number of international agencies.

EFCA recommends that all registers being prepared by public organisations or private enterprises, or by member associations should, in principle, be based on the DAICON format. This registration system enables the user to vary the amount of detailed information to suit any specific need. A DAICON type registration may thus be made on one page only, or may take up several pages or ultimately be a PC based registration. For registrations focusing especially on the building and civil engineering sectors, EFCA recommends the use of the relevant CEN nomenclature

A consultants register would normally be of a permanent nature and thus require at least biannual updating. This updating will be easy to make and therefore also more

likely to happen if

- the registration is an international standard and if
- only the most essential information is required.

As it is clearly beyond the capability of most registration bodies to control the data they receive, EFCA recommends that the registers if at all practical are made public on the Internet, thus enabling the companies to control their own entries in the register.

3.1 THE DACON TYPE REGISTRATION .

Full information on the DACON registration standard can be obtained from the World Bank, Operations Policy Department, 1818 H Street NW, Washington DC 20433 USA, fax (202)334-0003, phone (202)458-4095. The information below is an extract from the World Bank DACON guideline.

The registration is based on three levels of information:

1. Company Data
2. Services and Specialisations Data
3. Project References

3.1.1 COMPANY DATA

The list of basic company data is presented in Annex 1.1. This list may be supplemented with a short verbal description of the company, its history, ownership, structure and organisation, membership of professional organisations and other information deemed relevant.

Annual fee turnover for the last 5 financial years should be given, divided into prime consultant fee and associate fee, all in USD at current exchange rate.

Branch offices and their relevant facilities should be listed. Affiliated companies included in the present registration and therefore not registered separately should also be listed.

3.1.2 SERVICES AND SPECIALISATIONS DATA

The format is shown in Annex 1.2.

The list of types of services to be registered is presented in DACON Annex 1.4. Only services amounting to 20% (three years average) or more of company turnover should be included.

The list of specialisations is presented as Annex 1.5 and 1.6.

3.1.3 - PROJECT REFERENCES

The final and most comprehensive part of any registration are the project references in case this level of detail is required. EFCA recommends that for registration purpose this information be requested only in exceptional cases.

The project references consist of basic data, which are presented in Annex 1.3 - types of services performed and specialisations refer to Annex 1.4, 1.5 and 1.6 and a list of possible joint venture partners for the project. Annex 1.5 contains the DACON nomenclature to be used for multidisciplinary, broadly based registers, whereas 1.6 is the CEN nomenclature for the building and civil engineering sector registration.



4 PRE-QUALIFICATION

The recommendations below are compatible with the Guidelines on Effective Competition between Engineering Consultants, published by EFCA in 1994. These Guidelines have since been supplemented by a detailed description of the preparation of a pre-qualification document together with a sample format. (Annex 4)

4.1 PURPOSE

The aim of pre-qualification or shortlisting is to establish a list of competent firms which appear capable of providing the required services whilst ensuring that proper competition is maintained. The number of firms to be invited to compete should normally be in the range of three to six. This would secure a reduction in both tender assessment work and unnecessary bids by consultants.

4.2 INVITATION TO PRE-QUALIFY.

The client should publish a notice inviting interested firms to apply for pre-qualification documents, stating that only those candidates selected by the client as having the necessary qualifications to render satisfactorily the services in question may take part in the succeeding competition. Alternatively, where such procedure is not requested by the Services Directive or other regulation, the client may select names from an existing register of consultants.

Any notice should be published in appropriate newspapers and journals to give sufficient publicity according to the particular circumstances of the project. It is not necessary for copies of the notice to be published in the Official Journal of the European Communities (OJEC) unless the Services Directive applies.

Any notice should be reasonably brief and give information such as:

- name, address, telephone, and fax numbers of the contracting authority, and if different of the service from which additional information may be obtained
- intended total procurement volume
- proposed date for initiating the award procedure
- other information

4.3 ISSUE AND SUBMISSION OF PRE-QUALIFICATION DOCUMENTS.

On receipt of requests from interested engineering consultancy firms, the client should issue the pre-qualification documents. The documents should be carefully completed and submitted prior to the fixed date set by the client. The client should acknowledge receipt saying when the result of the selection for shortlist may be expected.

4.4 PRE-QUALIFICATION DOCUMENTS.

The pre-qualification documents which are prepared by or on behalf of the client, need to include information about the project in question, the competition, the pre-qualification procedure and the data requested from the candidates wishing to pre-qualify.

A standardised form should be included for candidates to complete. An example of such form is enclosed as Annex 4. The pre-qualification questionnaire should :

- be simple and flexible
- take account of technical as well as financial aspects
- allow for updating information previously submitted to the same client

The documents should include the following :

- name and address of client
- outline of project or other requirement
- anticipated programme, indicating period for preparation of submission, contract award date, design, construction and commissioning periods, and any other relevant key dates
- conditions of engagement or reference to standard contract forms
- evaluation criteria and their weighting
- any requirements in respect of professional indemnity insurance
- outline of performance standards if applicable
- expected number of firms to be invited for bidding
- fee structure including possible currency restrictions
- language and law of contract
- any unusual aspects of the scope of work having relevance for the successful firm



The candidates should be told:

- number of copies to be submitted
- name, address and deadline for submission of application including any labelling instructions
- language to be used
- any other particular requirements

4.5 PRE-QUALIFICATION CRITERIA

Pre-qualification should be decided following the following basic criteria. The weightings given are indicative only, and should be adjusted to serve the purpose of the individual project.

- | | |
|----------------------------------|-------|
| • company profile | (5%) |
| • experience in similar projects | (25%) |
| • local experience | (10%) |
| • personnel | (5%) |
| • relevant key staff CVs | (20%) |
| • resources and equipment | (10%) |
| • finances and PI insurance | (10%) |
| • quality assurance system | (10%) |
| • additional relevant info | (5%) |

4.5.1 COMPANY PROFILE

Brief description of past history and current organisation and management. Assess whether the applicant will be able to cover the needs of the project. Would the ownership structure give any potential conflicts of interest, that could influence the project.

4.5.2 EXPERIENCE IN SIMILAR PROJECTS

Recent experience - last 5 years - from similar projects giving client's name, and possibly including contact person, the main features of project, services performed, fee or man/months and duration. This is one of the most important elements in the pre-qualification and should thus carry a significant weight.

4.5.3 LOCAL EXPERIENCE

List any local project giving data as above. In many cases local experience in general is important for evaluation of the consultants capabilities especially for projects in developing countries or countries where cultural differences may influence the execution of the project. Past experience in co-operation with local consultants may also be an asset.

4.5.4 PERSONNEL

Give total permanent staff resources with a break down in main categories and relevant specialisations for the last three years. This information is an important element in assessing the consultants capability to execute and manage the project in question. The number of relevant permanent staff should be compared with the staff requirements of the project.

4.5.5 RELEVANT STAFF CVS

Selected CVs of permanent key staff and experts relevant for the assignment in question presented in World Bank or other international standard format. The CV selection will illustrate the key staff capability for handling the project, as well as the number of years this expertise has been with the company. The presentation should not be taken as a guarantee of these staff members being available for the assignment, but only be used as an indication of the pool of experts from which staff for the project would be drawn.

4.5.6 RESOURCES AND EQUIPMENT

Give list of computer equipment and relevant software, as well as other equipment, vehicles and laboratory facilities relevant for the project. This would be another illustration of the consultant's capability in relation to the project.

4.5.7 FINANCES AND PI INSURANCE

Profit and loss accounts and balance sheets for the last three years should be presented together with information of professional indemnity insurance (PII). The financial health of a consulting firm is obviously of vital interest to a prospective client. Has the company a sound economy and a reasonable solidity.

4.5.8 QUALITY ASSURANCE SYSTEM

The quality assurance and quality management systems should be documented and evidence of certification attached. The QA/QM system should be in place and functioning. Certification is not a guarantee of the delivery of a given standard of quality but it indicates the existence of control procedures being in place which will minimise errors and improve the method of delivery of the service.

4.5.9 ADDITIONAL RELEVANT INFORMATION

Additional relevant information could be related to the consultants impartiality and independence in relation to ownership structure. Other valuable information could be volume of “work in hand” which in relation to annual fee turnover would give an indication of the company’s spare capacity.

4.6 ASSESSMENT OF PRE-QUALIFICATION APPLICATIONS

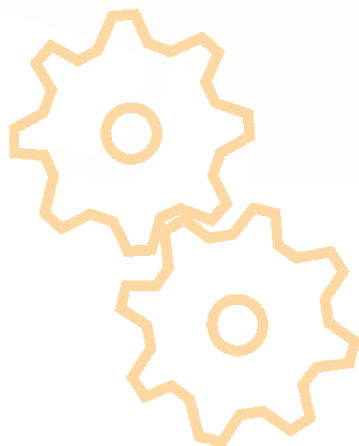
The client should assess the pre-qualification applications to identify those candidates which are clearly not suited to the intended project and which do not therefore qualify to be included in the list of firms to be invited to compete.

Evaluation of the suitability of candidates should be made on the basis of the information given in their pre-qualification applications. This may be supplemented by previous experience of the client and by confidential enquiries made to previous clients, by reference to trade associations and directories or national company registers and by other means as appropriate or practical.

The pre-qualification process is concluded by a decision on which three to six firms are to be invited to make submissions.

4.7 NOTIFICATION OF CANDIDATES .

The client should notify all candidates of those selected to be invited to make submissions. When names have been taken from a standing or published list, clients may first wish to establish that those chosen to be invited would be willing to comply with such invitation. At the same time, if not already done, the selected firms should be advised of the date and arrangements for the issue of the competition documents by the client.



DACON TYPE COMPANY REGISTRATION BASIC COMPANY DATA

Firm name :
Acronym :
Year established :
Former Name : (if any)
Street Address :
PO Box :
Cable Address : (if any)
City :
Country :
Zip code :
Telephone :
Telex :
Fax :
E-mail :
Nationality : (nationality or citizenship of individuals owning the firm)
No. of Permanent Professional Full-time Staff :
Part-time Staff :
Contact Person :
Registration Date :

Narrative description of company including organisation and management.

Annual fee turnover for last 5 years. (USD at current exchange rate)

Branch offices and their facilities.

Affiliated companies included in the present registration and therefore not registered separately.

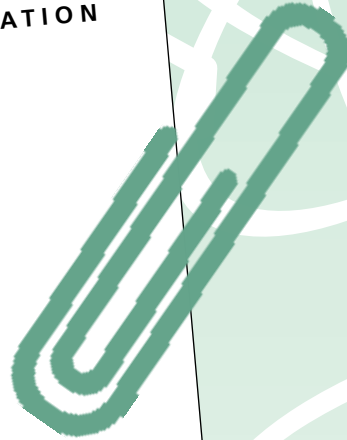
DACON TYPE COMPANY REGISTRATION SERVICES AND SPECIALISATIONS DATA

List services amounting to more than 20 % of turnover using headings or codes as Annex 1.4

List specialisations using headings or codes as Annex 1.5 and 1.6

DACON TYPE COMPANY REGISTRATION PROJECT REFERENCES

Assignment title :
 Country :
 Assignment value :
 Staff months :
 Client :
 Start date :
 Completion date :
 Assignment description :
 Project title :
 Financial institution :
 Finance type :
 Loan/credit/grant number :
 Finance amount :
 Currency of financing :
 Joint-venture Partners or Associates :



03/07/94 - EXCERPT FROM THE DACON SYSTEM
DACON
 Types of Services

Types of service	Service code
AUDITING \ ACCOUNTING	AA
ENGINEERING AND DESIGN	ED
ENVIRONMENTAL	EN
FINANCIAL	PI
INFORMATION SYSTEMS	IS
INSTITUTIONAL	IT
INSURANCE	IN
LEGAL	LE
MANAGEMENT AND ORGANIZATION	NO
MULTIDISCIPLINARY	MD
OPERATIONS AND MAINTENANCE	ON
PERSONNEL/EMPLOYMENT	PE
PREINVESTMENT STUDIES	PS
PROCUREMENT	PC
PRODUCT, TRADE AND DISTRIBUTION	PT
PROJECT IMPLEMENTATION	PI
PROJECT RELATED STUDIES	SP
SURVEYS	SU
TECHNICAL, ASSISTANCE AND ADVISORY SERVICES	TA
TRAINING AND TRANSFER OF TECHNOLOGY	TT

03/07/94 - EXCERPT FROM THE DACON SYSTEM
D A C O N

Fields of Specialization by Sector

Specialization Code

Specialization

AGRICULTURE AND RURAL DEVELOPMENT SECTOR

- AGRICULTURE GENERAL
- FARM MECHANIZATION
- FARM PRODUCTION CROPS/PRODUCTS
- FISHERIES
- FORESTRY
- IRRIGATION
- LAND RESOURCES APPRAISAL/USE
- LIVESTOCK SERVICES
- PEST/DISEASE/WEED CONTROL
- PHYSICAL INFRASTRUCTURE
- RURAL NON-FARM PRODUCTION
- SOCIAL INFRASTRUCTURE
- WATER RESOURCES APPRAISAL/USE

- A0100
- A0800
- A1300
- A1200
- A1100
- A0400
- A0200
- A1000
- A0900
- A0500
- A0700
- A0600
- A0300

CONSTRUCTION INDUSTRY DEVELOPMENT SECTOR

- CONSTRUCTION EQUIPMENT
- CONSTRUCTION GENERAL
- CONSTRUCTION LABOR
- CONSTRUCTION MANAGEMENT
- CONSTRUCTION MATERIALS
- CONTRACTOR TRADE ASSOCIATIONS
- FORCE ACCOUNT
- INSURANCE AND BONDING
- LABOR BASED CONSTRUCTION
- TECHNOLOGY

- B0300
- B0100
- B0400
- B0500
- B0200
- B0600
- B0700
- B0800
- B0900
- B1000

EDUCATION SECTOR

- ADULT AND OTHER TYPES OF EDUCATION
- EDUCATION GENERAL
- EDUCATION MATERIALS, MEDIA
- EDUCATIONAL FACILITIES (PHYSICAL)
- INSTRUCTIONAL AND CURRICULUM DEVELOPMENT
- POST UNIVERSITY EDUCATION
- PRESCHOOL EDUCATION
- PRIMARY EDUCATION
- PROFESSIONAL LEVEL
- SCHOOL PLANNING/ORGANIZATION/ADMIN
- SECONDARY EDUCATION
- TEACHER EDUCATION
- TECH/INDUSTR/VOCATNL - SEC & POST SEC
- TECH/INDUSTR/VOCATNL - UNIVERSITY LEVEL

- C0200
- C0100
- C0500
- C0600
- C0400
- C0800
- C0700
- C0900
- C1500
- C1100
- C1000
- C1200
- C1400
- C1300

D A C O N

Fields of Specialization by Sector

Specialization

EDUCATION SECTOR

UNIVERSITY EDUCATION

ENERGY SECTOR

- BIOMASS ENERGY
- COAL/LIGNITE/ANTHRACITE
- ENERGY CONSERVATION
- ENERGY GENERAL
- GEOTHERMAL ENERGY
- OIL AND GAS
- OIL SHALE TAR SANDS PROCESSING
- PEAT
- POWER (ELECTRICAL AND OTHER)
- SEA ENERGY
- SOLAR ENERGY
- WIND ENERGY
- WOOD AND VEGETABLE FUELS

ENVIRONMENT SECTOR

- AIR / WATER / MARINE / SOIL POLLUTION
- COASTAL ZONE/WETLANDS
- ENVIRONMENT GENERAL
- ENVIRONMENTAL IMPACT APPRAISAL
- ENVIRONMENTAL POLICIES
- ENVIRONMENTAL PROTECTION
- INDUSTRIAL POLLUTION
- NOISE
- OCCUPATIONAL HEALTH AND SAFETY
- PESTICIDES/WEED CONTROL
- RECYCLING
- RESETTLEMENT
- TOXIC/HAZARDOUS WASTE
- WILDLIFE PROTECTION

FINANCIAL SECTOR

- CAPITAL MARKETS AND STOCK EXCHANGE
- CENTRAL BANK OPERATIONS
- COMMERCIAL BANKING
- CORPORATE FINANCING
- DEVELOPMENT BANKING

Specialization Code

C1600

- D0200
- D0300
- D1300
- D0100
- D0400
- D0500
- D0600
- D0700
- D0800
- D0900
- D1000
- D1100
- D1200

- E0200
- E0300
- E0100
- E0600
- E0400
- E0500
- E0700
- E0800
- E0900
- E1000
- E1100
- E1200
- E1300
- E1400

- P0700
- P0200
- P0300
- P1000
- P0400

D A C O N SYSTEM

03/07/94 - EXCERPT FROM THE DACON SYSTEM

DACON
Fields of Specialization by Sector

Specialization	Specialization Code
FINANCIAL SECTOR	
FINANCIAL GENERAL	P0100
FINANCIAL MARKET OPERATIONS	P0600
INVESTMENT AND PORTFOLIO FINANCING	P1100
INVESTMENT/MERCHANT BANKING	P0500
NON-BACKED FINANCIAL INSTITUTIONS	P0400
PUBLIC SECTOR FINANCING	P0800
SECTOR REGULATION AND SUPERVISION	P1200
TAXATION	P1300
HEALTH SECTOR	
DENTAL HEALTH	F0200
EPIDEMIOLOGY	F0300
FAMILY PLANNING	F0400
HEALTH CARE INFRASTRUCTURE	F0500
HEALTH GENERAL	F0100
HEALTH SERVICE DELIVERY	F0600
HEALTH SYSTEMS	F0700
"POWER DEVELOPMENT	F0800
MATERNAL-CHILD HEALTH	F0900
MEDICAL ANTHROPOLOGY / SOCIOLOGY	F1000
MENTAL HEALTH	F1100
MONITORING, EVALUATION, RESEARCH	F1200
PUBLIC HEALTH	F1300
TROPICAL DISEASES AND VECTOR CONTROL	F1400
INDUSTRY SECTOR	
APPAREL	G0200
BASIC METAL	G0300
CHEMICALS	G0400
ELECTRICAL AND ELECTRONIC EQUIPMENT	G0500
FOOD AND KINDRED PRODUCTS	G0600
INDUSTR. PRODUCTS, TRADE PATTERNS & MRKTG	G0700
INDUSTRY GENERAL	G0100
LEATHER PRODUCTS	G0900
MACHINERY, EQUIPMENT	G1000
METAL PRODUCTS	G1100
MINERAL COMMODITIES EXPLOIT. & TRADING	G1200
MINERALS TECHNOLOGY	G1300
MINERALS-GENERAL	G1400
RUBBER AND PLASTIC	G1500
SECTOR INSTITUTIONS	G0800

03/07/94 - EXCERPT FROM THE DACON SYSTEM

DACON
Fields of Specialization by Sector

Specialization	Specialization Code
INDUSTRY SECTOR	
STONE-CLAY-GLASS, CONCRETE & OTHER MINER	G1600
SYNTHETIC FIBERS	G1700
TEXTILE PRODUCTS	G1800
TRANSPORTATION EQUIPMENT	G1900
MULTIPLE SECTORS	
MULTIPLE SPECIALIZATIONS	Q0100
NATIONAL RECONSTRUCTION AND MISC SECTOR	
ANTHROPOLOGY	N0300
ECONOMIC POLICY	N0400
EMERGENCY AID	N0500
INSTITUTIONAL DEVELOPMENT	N0600
METEOROLOGY	N0700
MISCELLANEOUS	N0200
NATIONAL DEVELOPMENT	N0800
NATIONAL RECONSTRUCTION GENERAL	N0100
OCEANOGRAPHY	N0900
OCEANOLOGY	N1400
PRIVATIZATION	N1000
PUBLIC ADMINISTRATION	N1100
RESTRUCTURING	N1200
SEISMOLOGY	N1300
POPULATION SECTOR	
FAMILY PLANNING PROGRAMS/POPULATION	H0400
FAMILY PLANNING SERVICES DELIVERY SYSTEM	H0200
FAMILY PLANNING SERVICES INFRASTRUCTURE	H0300
INFORMATION EDUCATION COMMUNICATION	H0500
MANPOWER FOR FAMILY PLANNING SERVICES	H0600
MONITORING, EVALUATION AND RESEARCH	H0700
POPULATION GENERAL	H0100
SECTOR INSTITUTIONS	H0800
WOMEN IN DEVELOPMENT PROGRAMS	H0900
TELECOMMUNICATIONS SECTOR	
COMPUTER APPLICATIONS	10200

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DACON

Fields of Specialization by Sector

Specialization	Specialization Code
TELECOMMUNICATIONS SECTOR	
LARGE SCALE TELEPHONE, TELEGRAPH & TELEX	10300
MOBILE TELECOMMUNICATION SYSTEMS	10400
POST AND TELEGRAPH SYSTEMS	10500
RADIO AND TELEPHONE SYSTEMS	10600
RADIO AND TV BROADCASTING SYSTEMS	10700
SATELLITE COMMUNICATIONS SYSTEMS	10800
SECTOR UTILITIES	10900
SMALL SCALE/RURAL, COMMUNICATIONS SYSTEMS	11000
SPECIALIZED SECTOR COMMUNICATION SYSTEMS	11100
TELECOMMUNICATIONS GENERAL	10100
TOURISM SECTOR	
ARTIFACTS	J0200
HOTELS	J0200
INFRASTRUCTURE	J0400
MARINAS AND MARINE PARKS	J0600
MUSEOLOGY	J0700
NATIONAL PARKS	J0800
RANGE AND WILDLIFE	J0900
SECTOR INSTITUTIONS	J0500
TOURISM GENERAL	J0100
TOURISM PROJECTS	J1000
TRANSPORTATION SECTOR	
AIR TRANSPORTATION INDUSTRY/SERVICES	K0200
AIR TRANSPORTATION INFRASTRUCTURE	K0300
MISCELLANEOUS TRANSPORTATION	K0400
RAIL TRANSPORTATION INDUSTRY/SERVICES	K0500
RAIL TRANSPORTATION INFRASTRUCTURE	K0600
RIVER TRANSPORTATION INDUSTRY/SERVICES	K0700
RIVER TRANSPORTATION INFRASTRUCTURE	K0800
ROAD TRANSPORTATION INDUSTRY/SERVICES	K0900
ROAD TRANSPORTATION INFRASTRUCTURE	K1000
SEA TRANSPORTATION INDUSTRY/SERVICES	K1100
SEA TRANSPORTATION INFRASTRUCTURE	K1200
TRANSPORTATION GENERAL	K0100
URBAN DEVELOPMENT SECTOR	
COMMUNITY FACILITIES	L0200

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DACON

Fields of Specialization by Sector

Specialization	Specialization Code
URBAN DEVELOPMENT SECTOR	
LAND DEVELOPMENT	L0300
SHELTER/HOUSING	L0400
URBAN EMPLOYMENT	L1000
URBAN FLOOD PROTECTION	L0600
URBAN GENERAL	L0100
URBAN MANAGEMENT	L0800
URBAN PLANNING	L1100
URBAN REHABILITATION/RENEWAL	L0500
URBAN SERVICES	L0900
URBAN TRANSPORTATION	L0700
WATER SUPPLY AND SANITATION SECTOR	
REUSE/RESOURCE RECOVERY	M0500
SECTOR UTILITIES	M0600
SEWAGE GENERAL	M0100
SEWAGE TREATMENT	M0700
SEWERAGE INFRASTRUCTURE	M0800
SOLID WASTE GENERAL	M0200
SOLID WASTE TREATMENT	M0900
WASTE DISPOSAL	M1000
WATER RESOURCES GENERAL	M0300
WATER RESOURCES INFRASTRUCTURE	M1300
WATER SUPPLY GENERAL	M0400
WATER SUPPLY INFRASTRUCTURE	M1200
WATER TREATMENT	M1100

CEN N O M E N C L A T U R E

1. PAVEMENT CONSTRUCTION
 - 1.1 Road foundation and pavement base
 - 1.2 Flexible paving
 - 1.3 Rigid paving
 - 1.4 Block paving
 - 1.5 Pavement furniture
2. RAILWAY CONSTRUCTION
 - 2.1 Tracklaying
3. EARTHWORKS
 - 3.1 Earth moving
 - 3.2 Land reclamation
 - 3.3 Land remediation
 - 3.4 Rock blasting.
4. TUNNELLING AND UNDERGROUND CONSTRUCTION
 - 4.1 With tunnel boring machine
 - 4.2 Without tunnel boring machine
 - 4.3 Shafts
 - 4.4 With explosives
 - 4.5 Compressed air working
5. MARINE AND RIVER CONSTRUCTION
 - 5.1 Offshore dredging
 - 5.2 Inland & Coastal Dredging
 - 5.3 Hydraulic fill and Reclamation
 - 5.4 Erosion protection (waterways, riverbanks, Coastal Zones, etc.)
 - 5.5 Ports, Harbours, marine infrastructure works
 - 5.6 Submarine Pipework (outfalls, pipes, submerged tubes, etc., including trenching for cables)
 - 5.7 Underwater Blasting

CEN N O M E N C L A T U R E

6. GEOTECHNICAL WORKS
 - 6.1 Site investigation and testing
 - 6.2 Piles
 - 6.3 Retaining Wall
 - 6.4 Anchors
 - 6.5 Ground Improvement
 - 6.6 Dewatering
 - 6.7 Underpinning
7. DRAINAGE & PIPELINES
 - 7.1 Wells for water supply
 - 7.2 Mains and distribution of water
 - 7.3 Gas and oil pipelines and distribution
 - 7.4 Drainage and sewerage pipework
 - 7.5 Micro tunnelling and pipejacking
8. DEMOLITION
 - 8.1 General
 - 8.2 Industrial dismantling
 - 8.3 Demolition incl. hazardous materials
 - 8.4 Use of explosives
 - 8.5 Concrete boring and sawing
9. BUILDING STRUCTURE
 - 9.1 In situ concrete construction
 - 9.2 Pre cast concrete structures
 - 9.3 Steel structures
 - 9.4 Timber structures
 - 9.5 Masonry and Brickwork
 - 9.6 Post tensioned RC structures
10. CIVIL ENGINEERING CONSTRUCTION
 - 10.1 Mass concrete
 - 10.2 Reinforced or pre cast concrete structures
 - 10.3 Post tensioned reinforced concrete structures
 - 10.4 Constructional steelwork
 - 10.5 Timber structures
 - 10.6 Masonry & brickwork structures
 - 10.7 Waterproofing

CEN NOMENCLATURE

11. BUILDING EXTERNAL AND INTERNAL FINISHES

- 11.1 Roofing
- 11.2 Waterproofing
- 11.3 Cladding
- 11.4 Curtain walling
- 11.5 Windows
- 11.6 Concrete repair
- 11.7 Tiling
- 11.8 Stonework
- 11.9 Painting
- 11.10 Glazing
- 11.11 Rendering, Plastering & Dry Walling
- 11.12 Partitions
- 11.13 Ceilings
- 11.14 Floor covering.
- 11.15 Wall covering
- 11.16 Carpentry & Joinery
- 11.17 Acoustic and thermal insulation
- 11.18 Architectural metalwork

12. MECHANICAL INSTALLATIONS

- 12.1 Plumbing
- 12.2 Heating and cooling systems
- 12.3 Ventilating and air conditioning
- 12.4 Fire fighting systems
- 12.5 Incineration, furnace and industrial chimneys
- 12.6 Thermal insulation
- 12.7 Lifts, escalators and passenger conveyors
- 12.8 Waste treatment
- 12.9 Water treatment

13. TEMPORARY WORKS

- 13.1 Heavy erection works
- 13.2 Scaffolding
- 13.3 On site lifts-hoists
- 13.4 Platforms, stands, podiums
- 13.5 Falsework and Shoring

CEN NOMENCLATURE

14. LANDSCAPE, SPORTS FACILITIES AND PLAYGROUNDS

- 14.1 Sports and play grounds
- 14.2 Landscaping
- 14.3 Fencing

15. RESTORATION AND RENOVATION OF HISTORIC MONUMENTS

- 15.1 Masonry and stone works.
- 15.2 Roofing
- 15.3 Framework carpentry & joinery
- 15.4 Plastering & stucco
- 15.5 Painting

16. ELECTRICAL INSTALLATION AND COMMUNICATION INSTALLATIONS

EFCA STANDARD CONSULTANTS PRE-QUALIFICATION FORM

A - CLIENT DATA

Name :
Address :
Telephone/telefax :
Contact person :

B - PROJECT DATA

Name :
Location :
General description :
Services requested :

Time schedule :

C - APPLICATION DATA

Name of consulting firm /joint-venture/association
Address :
Telephone/telefax :
Contact person :
Details of joint-venture partners or associates, if any.
Enclose joint-venture or association agreement.

C.1 - Company profile

Brief description of past history and current organisation and management

C.2 - Experience in similar projects

Recent experience - last 5 years - from similar assignments giving name, client including possibly contact person, main features of project, services performed, fee or man months and duration of assignment.

C.3 - Local experience

List any local projects giving data as above.

C.4 - Personnel

Give total permanent staff resources with breakdown in main categories and relevant specialisations for the last 3 years.

C.5 - Key staff Curriculum Vitae

Selected CVs of key staff relevant for the assignment in question presented in World Bank or other international standard format.

C.6 - Resources and Equipment

Give list of computer equipment and relevant software as well as other equipment, vehicles and laboratory facilities relevant for the project.

C.7 - Finances and PI insurance

Profit and loss accounts for the last 3 years, details of professional indemnity insurance and list of current insurance claims raised.

C.8 - Quality Assurance System

The quality assurance and quality management systems should be documented and possible certification attached.

C.9 - Additional relevant information

NOTE: for joint ventures and associations, participants should provide individual application data C.1 through C.9 relevant to their involvement in the project.



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