



مكتب أبوظبي للاستثمار  
ABU DHABI INVESTMENT OFFICE

## شراكات البنية التحتية

# INFRASTRUCTURE PARTNERSHIPS

Request for Qualifications  
Al Aamerah Community Market  
Public Tender  
Tender No.: RFQ-ADIO-CM-M04  
July 2021

طلب التأهيل  
السوق المجتمعي في العامرة  
مزايدة عامة  
رقم المزايدة: RFQ-ADIO-CM-M04  
يوليو 2021



# CONTENTS

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VOLUME 1 – GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS (ITA)	4
1. Introduction	5
2. Procurement Process	6
3. Project Details	9
4. Applicant Qualifications	11
VOLUME 2 – GENERAL CONDITIONS	15
VOLUME 3 – DEFINITIONS	19
VOLUME 4 – FORM SHEETS TO BE FILLED BY APPLICANTS	21
Form A - Submission of Contact Details	23
Form B - SOQ Submission Letter	24
Form C - Information regarding Applicant/Applicant Members	26
Form D - Request for Clarification	27

# DISCLAIMER

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The information contained in the Request for Qualifications (**RfQ**) is furnished solely for the purpose of assisting the prospective Applicants in making their own evaluation of the Musataha Partnership Project and does not purport to be all-inclusive or to contain all the information that the prospective Applicants may require. The information set out in this RfQ is being made available on the condition that it is used only in connection with the qualification exercise and for no other purpose whatsoever. It does not constitute an offer in relation to the Musataha Partnership Project.

The prospective Applicants should make their own investigations, projections and conclusions and consult their own advisors to independently verify the information contained in the RfQ, and to obtain any additional information that they may require, prior to submitting a response to this RfQ. Each Applicant shall be responsible for obtaining its own legal advice in connection with the Musataha Partnership Project. Neither ADIO, the Procuring Entity, the government or any of their technical, financial or legal advisors makes any representation or warranty as to the completeness of the contents of the RfQ, and they have no responsibility or liability for any representations, opinions or conclusions (express or implied) contained in, or omissions from, the RfQ. In particular, no representation or warranty is given as to the accuracy, reasonableness or likelihood of achievement of any future projections, prospects or returns.

# VOLUME 1 – GENERAL INFORMATION AND INSTRUCTIONS TO APPLICANTS



## 1. Introduction

### 1.1 Overview of the Opportunity

- 1.1.1 The Abu Dhabi Investment Office (**ADIO**), on behalf of the Department of Municipalities and Transport (DMT) (the **Procuring Entity**), invites suitably qualified parties (each an **Applicant**) interested in being appointed to execute the “**Project**”, to submit a sealed Statement of Qualifications (**SOQ**).
- 1.1.2 This Request for Qualifications (**RfQ**) is launched in accordance with:
- (i) the PPP Law No. 2 of 2019;
  - (ii) Partnership Framework issued by ADIO; and
  - (iii) the Partnership Projects Guidebook published by ADIO in connection with the development, procurement and management of partnership projects in Abu Dhabi (available at: <https://www.investinabudhabi.ae/>).
- 1.1.3 This RfQ seeks to:
- (i) provide an overview of the Project;
  - (ii) invite Applicants to submit a SOQ; and
  - (iii) define the process for qualification of Applicants.
- 1.1.4 Following the receipt of SOQs, successful Applicants, referred to as Bidders, will be invited to participate and submit detailed proposals in response to a Request for Proposals (RfP).
- 1.1.5 Successful completion of the procurement process will result in the award of the Project to the preferred Bidder (the **Investor**) and the entry into a form of partnership agreement (the **Musataha Contract**) by the Procuring Entity and the Investor.

The Investor will be expected to design, build, finance, maintain and operate the Project over a period of 31 years (including 1 year for the design and construction prior to opening), before the hand-back of the Project to the Procuring Entity at the end of the Musataha Contract Term.

The Procuring Entity will not make any payments to the Investor. However, in exchange for the land and the right to the revenues generated by the Project, the Investor will pay a Musataha Fee to the Procuring Entity for each year of the Operations Period. This fee will be proposed by Bidders at the RfP stage.

## 2. Procurement Process

### 2.1 Overall Process

The Project will be procured in two stages, as follows:

#### 2.1.1 Stage 1: Request for Qualifications (RfQ)

This RfQ stage aims to pre-qualify Applicants who have the legal and financial capacity and technical ability to deliver the Project. ADIO will review and evaluate SOQs submitted in accordance with this RfQ and will qualify those Applicants which may advance to the RfP stage. Outcome of the SOQ evaluation will not be released to Applicants or made publicly available and will not be carried over to the evaluation of the RfP proposals. Qualified Applicants will be notified by ADIO in writing. Applicants who do not meet the evaluation criteria will also be notified in writing and ADIO and the Procuring Entity may, at their discretion, arrange a discussion or forum to provide feedback to these Applicants.

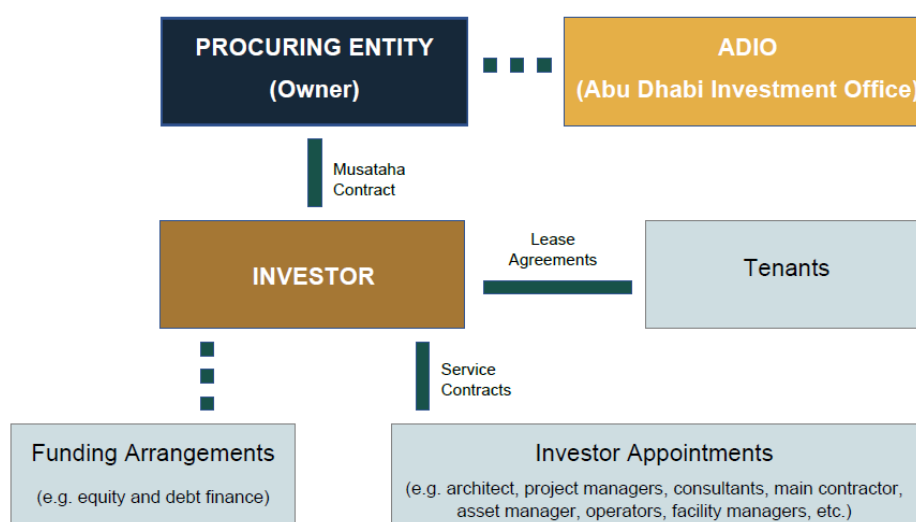
Qualified Applicants may be invited at ADIO's discretion to participate in similar RfPs without having to pre-qualify again. In this case, the maximum validity of the original pre-qualification is one year.

#### 2.1.2 Stage 2: Request for Proposals (RfP)

The RfP stage aims to select a preferred Bidder based on the evaluation (technical and commercial) of the Proposals to execute the Project. The criteria will be set out in further detail in the RfP.

Following the selection of a preferred Bidder, ADIO and the Procuring Entity will work with the preferred Bidder to finalise and sign the Musataha Contract for award and execution.

The envisaged relationships between the various entities involved and the contracts to be entered into in relation to the Project are shown in the diagram below:



## 2.2 Procurement Schedule

ADIO and the Procuring Entity anticipate that this procurement process will be carried out in accordance with the following schedule:

### Stage 1 (this stage)

EVENT	DATE
ISSUANCE OF RFQ	6 July 2021
BRIEFING SESSION TO APPLICANTS	13 July 2021
DEADLINE TO SUBMIT RFQ REQUESTS FOR CLARIFICATIONS	29 July 2021
SOQ SUBMISSION DUE DATE	8 August 2021

Note: Applicants are requested to submit their contact details to ADIO using Form A in Volume 4, so that they can be invited to attend the Applicant Briefing Session.

### Stage 2 (next stage)

EVENT	DATE
ISSUANCE OF RFP TO QUALIFIED APPLICANTS	29 August 2021
PROPOSAL SUBMISSION DUE DATE	10 October 2021
SELECTION OF PREFERRED BIDDER	12 December 2021
EXECUTION OF MUSATAHA AGREEMENT	30 December 2021

## 2.3 Compliance with instructions

The objective of the Instructions to Applicants is to establish a single format to be followed by all Applicants submitting their pre-qualification documents and thereby ensuring a uniform and impartial evaluation and ranking of each SOQ submission.

As such, this document also sets forth the procedure in accordance with which the SOQs shall be completed.

Applicant must submit their SOQ submission in strict accordance with the requirements of the Instructions to Applicants and provide all information required. Additional or supplementary information, data, descriptions and explanations clarifying the SOQ submission are desirable and shall be considered in their applicable context.

## 2.4 Language of the SOQ

The SOQ submission as well as all correspondence and documents relating to the Project exchanged by the Applicant and ADIO must be typed and/or clearly written in ink where appropriate and written in the Arabic and/or English language.

## 2.5 Submission of queries

To the extent that an Applicant has any queries or clarifications regarding this RfQ, or the Project, the Applicant should submit these queries in writing to ADIO using Form D in Volume 4, not later than the date set in Clause 2.2 (Procurement Schedule).

Queries shall be sent by email to the following address as an attachment in scanned PDF format on the Applicant's letter head, duly signed/stamped and in the format given in Form D:

Attention: Procurement Division

Subject: Al Aamerah Community Market query

Email: [procurement.musataha@adio.ae](mailto:procurement.musataha@adio.ae)

### 2.5.1 Response

ADIO will respond to any queries raised by Applicants by issuing an Addendum to all Applicants.

### 2.5.2 Addenda

ADIO may at any time up to the SOQ submission due date, reissue any Instructions to Applicants in an amended form, issue addenda to clarify the Instructions to Applicants, or notify Applicants of a modification, addition or omission to the Instructions to Applicants ("**Addenda**").

ADIO shall issue all such amended RfQ or Addenda to all Applicants and any such amendment shall replace the corresponding original item and any Addenda shall form part of the RfQ.

Without limitation, at any time prior to the SOQ submission due date, ADIO may, at its discretion, vary the scope of this Project or omit part of the Concession Services from this tender by issuing an Addendum to Applicants.

## 2.6 Submission of SOQ by Applicant

Applicants can submit their SOQs either electronically (by email) or physically in a sealed envelope to the ADIO office, as described below. SOQs received by either of these two methods after 3:00 p.m. on the SOQ submission due date will not be accepted.

- **Electronic Copy Submission**

The SOQ shall be attached to an email with the subject title "SOQ for Al Aamerah CM" and then be sent to [procurement.musataha@adio.ae](mailto:procurement.musataha@adio.ae).

- **Soft Copy Submission**

The SOQ shall be saved to a USB, enclosed in a wax-sealed envelope and then delivered to the Abu Dhabi Investment Office (ADIO) at the following address between the hours of 9:00 a.m. and 3:00 p.m. on normal working days:

- 9<sup>th</sup> Floor, Al Khatem Tower, ADGM Square, Al Maryah Island.

### 3. Project Details

#### Section 1 – Project information

<b>Project name</b>	Al Aamerah Community Market
<b>Procuring Entity</b>	Department of Municipalities and Transport (DMT)
<b>Project description</b>	Design, build, finance, maintain and operate a neighbourhood commercial centre in Al Aamerah, Al Ain, offering the surrounding community with a supermarket, convenience retail, F&B outlets and community facilities.
<b>Project objectives</b>	The project aims to provide locally needed services for the surrounding residential community.
<b>Region</b>	Al Ain
<b>Location</b>	Al Aamerah (Aliyah)
<b>Project type</b>	Musataha
<b>Contract term</b>	31 years
<b>Construction period</b>	1 year
<b>Operations period</b>	30 years
<b>Asset transfer</b>	The awarded Bidder will transfer all rights to the project including all built structures, equipment, machines, softscape and site improvements to the Procuring Entity at the end of the Musataha Contract Term, at nil value.

#### Section 2 – Land information

<b>Locational analysis</b>	The neighbourhood of Aliyah, within the district of Al Aamerah Asharej, is located 2 km south of the E22 Sheikh Khalifa Bin Zayed Street in Al Ain. The plot is located at the entrance of the built-up area, adjacent to the site of a future mosque and immediately in front of a row of existing shops. The location plan is provided below.
<b>Sector</b>	District: 65 – Al Aamerah. Community: 4 - Aliyah
<b>Plot</b>	65_4_22_12
<b>Plot area (sq.m)</b>	2,377
<b>Landowner</b>	Al Ain Municipality
<b>Site condition</b>	The plot is currently unutilised

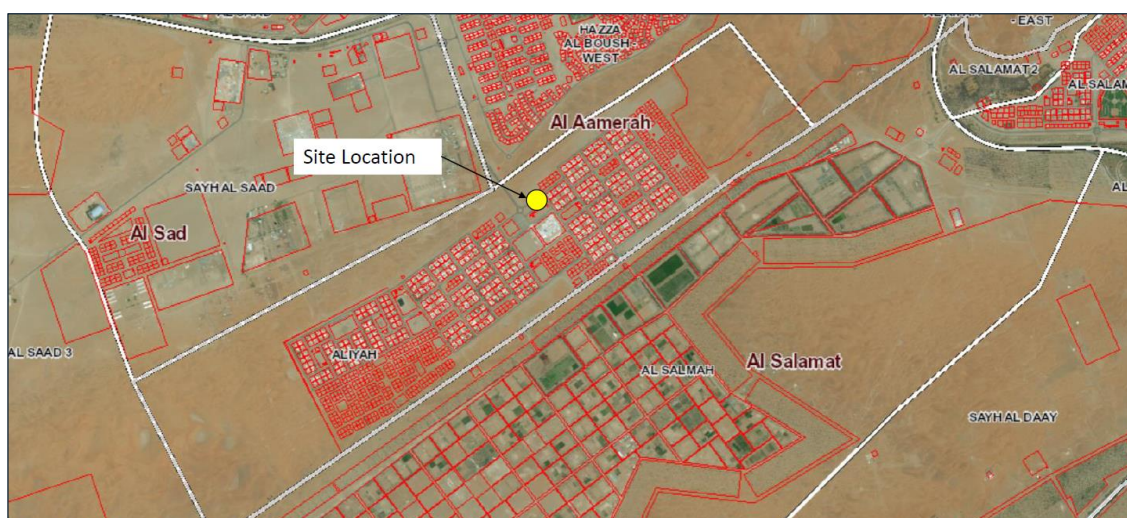
### Section 3 – Development requirements (will be further detailed in the RfP)

<b>Maximum Allowable GFA (sqm)</b>	3,560 (on two floors)
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### Section 4 – Operations & maintenance (will be further detailed in the RfP)

<b>Operational requirement</b>	Operate the Community Market as per best practices and international standards.
<b>Maintenance requirement</b>	Maintain the Community Market as per best practices and international standards.

#### Overall Location Plan



#### Plot Location Plan



## 4. Applicant Qualifications

### 4.1 Eligibility Considerations

#### 4.1.1 Investor Entity

The Applicant company should be 100% owned by UAE nationals and may utilise a wholly owned subsidiary of the Applicant for the purposes of entering into the Musataha Contract as Investor, provided that the Applicant guarantees the obligations of that wholly owned subsidiary (as Guarantor) on terms satisfactory to ADIO and that the subsidiary is (at the time the Musataha Contract is entered into) duly licensed and authorised to carry out the activities of the Investor under the Musataha Contract in accordance with the conditions set out in the RfP.

The Applicant should submit a Trade licence issued by the Abu Dhabi Department of Economic Development (DED) and Chamber of Commerce certificate, evidencing that the Applicant is a corporation duly organised, validly existing and in good standing in such jurisdiction with the relevant registered activity permitting the Applicant to develop the proposed project.

#### 4.1.2 Confirmation Letter

A confirmation letter is required expressing the Applicant's understanding that if they were qualified to participate in the RfP, they are expected to submit professional and high-quality market studies, architectural pre-concept designs and financial studies either conducted in-house or outsourced through reputable consultants/service providers.

#### 4.1.3 Consortia

Consortia made of several separate legal entities may participate in the RfQ and submit the requirements as per the RfQ process. A consortium which is formed from more than one legal entity will be referred to as the Applicant and each participating legal entity in the consortium will be referred to as an Applicant Member.

One of the Applicant Members shall be identified as the managing member (**Managing Member**) for the purpose of acting as its main point of contact and representing the Applicant before ADIO and the Procuring Entity for this Project.

No Applicant Member may participate with more than one consortium.

In case qualified and chosen as the preferred bidder, the consortium would need to create an SPV in order to enter into the Musataha Contract and a suitable Guarantor from the consortium companies would be required.

## 4.2 SOQ Content Requirements

### 4.2.1 Overview

The SOQ must comprise the following parts:

- Part 1 – General and Legal Information.
- Part 2 – Technical Information.
- Part 3 – Project Funding Ability.
- Part 4 – Financial Information.

The requirements set out across Parts 1 to 4 inclusive will assist with the assessment of the Applicant's SOQ in line with Clause 4.2.2.

### 4.2.2 Qualification Criteria

Applicants must submit all requested documents for each of the listed criteria described in the table below. An incomplete submission may be disqualified.

Where the Applicant is a consortium, each Applicant Member is required to submit the relevant information related to its area of expertise required in each clause. Collectively, the submission should be comprehensive to cover all of the required documents.

No.	Criteria	Description	Allocated Score
1	General and Legal Information	<p>The Applicant is required to submit the following:</p> <ol style="list-style-type: none"> <li>1- Applicant's Profile/Portfolio.</li> <li>2- An executive summary, not exceeding two (2) pages, which shall contain an overview of the Applicant's SOQ and its ability to satisfy the financial and technical requirements of the Project.</li> <li>3- Applicant's organisation structure.</li> <li>4- Applicant's management structure clearly illustrating roles and responsibilities between the Applicant Members. In case of a consortium or SPV, evidence should be provided demonstrating that the Applicant and all shareholders or partners of the Applicant/SPV are 100% owned and controlled by a UAE national.</li> </ol>	10%
2a	Technical - Ability to Deliver	<p>The Applicant must submit the following documentation:</p> <ol style="list-style-type: none"> <li>1- Evidence of developing total commercial GLA of a minimum 2,800 sq.m in the United Arab Emirates.  Note: A commercial development should include retail, F&amp;B and other commercial facilities.</li> <li>2- Evidence of managing and operating at least one commercial development of a minimum 2,800 sq.m GLA in the United Arab Emirates.</li> <li>3- Evidence of leasing a minimum of 2,800 sq.m GLA in the United Arab Emirates either directly or outsourced through a property management company.</li> <li>4- Evidence of conducting facility management services of a minimum 4,000 sq.m GFA of a commercial building in the United Arab Emirates either directly or outsourced through a facility management/service provider company.</li> <li>5- Applicant Members should include the following candidates, with CVs and evidence of employment provided:               <ul style="list-style-type: none"> <li>• Development Manager with a minimum experience of 5 years, two of which is local experience.</li> <li>• Project Manager with a minimum experience of 5 years, two of which is local experience.</li> <li>• Facility Manager with a minimum experience of 5 years, two of which is local experience.</li> <li>• Property Manager with a minimum experience of 5 years, two of which is local experience.</li> <li>• Finance Manager with a minimum experience of 5 years, two of which is local experience.</li> </ul> </li> </ol>	40%

No.	Criteria	Description	Allocated Score
2b	Technical - Successful Execution of Similar Projects	<p>The Applicant must submit an example of a similar project developed by the Applicant of a mall or a community market of a minimum GLA of 2,800 sq.m.</p> <ol style="list-style-type: none"> <li>1- Design - Efficiency and material specifications.</li> <li>2- Quality of the tenant mix.</li> <li>3- Quality of maintenance (PPM audit reports).</li> <li>4- Occupancy Rate.</li> </ol>	10%
3	Project Funding Ability	<p>The Applicant must demonstrate its ability to finance the project by raising sufficient debt and equity to finance the Project by showing the following:</p> <ol style="list-style-type: none"> <li>1- Cash or cash equivalent balance of AED 3 million (shown in the bank statements for the last 3 months).</li> <li>2- A schedule of previous financing agreements showing project name, value of project, value of debt, interest rate and loan term.</li> <li>3- One executed financing agreement with a financial institution for a project of similar or larger value not older than 3 years (this clause will be waived if the Applicant has not previously obtained debt and financed all projects using equity).</li> </ol>	20%
4	Financial Information	<p>The Applicant and each Applicant Member shall provide Financial Statements for the last 2 years to demonstrate financial strength and will be assessed on the following:</p> <ol style="list-style-type: none"> <li>1- Submission of Audited Financial Statements and Statement of Opinion.</li> <li>2- Profitability (Positive NOI, Profit Margin, ROA).</li> <li>3- Liquidity (Positive Cash Balance, Current Ratio).</li> <li>4- Leverage (Owner's Equity Value, Debt/Equity, DSCR).</li> </ol>	20%

- In order to pass this RfQ stage and qualify for the RfP stage, Applicants are advised that they should endeavour to submit all requested documents for each Criteria.
- The minimum overall passing score to qualify for the RfP stage is 80%, provided the Applicant scores at least 50% in each of the four parts of the qualification criteria listed above.

### 4.3 Pre-requisites

The following is a SOQ checklist of all pre-requisite documents required to be included in the submission:

SOQ Submission: Pre-requisites for SOQ acceptance	
Description	Reference
Trade licence issued from Abu Dhabi DED	Vol. 1 – Clause 4.1
Confirmation letter	Vol. 1 – Clause 4.1
SOQ submission letter	Vol. 4 - Form B
Information regarding Applicant/Applicant Members (and required attachments)	Vol. 4 - Form C

Failure by Applicants to submit the above documents will result in immediate disqualification.

## VOLUME 2 – GENERAL CONDITIONS



## General Conditions

### 1. Governing law and jurisdictions

The obligations, warranties and indemnities to be provided by the Applicant pursuant to this RfQ shall be governed and construed in accordance with the laws of the Emirate of Abu Dhabi, and the Federal Laws of the United Arab Emirates as applicable to the Emirate of Abu Dhabi, and shall be binding on the Applicant and its successors and permitted assignees.

### 2. Reservation of Rights

ADIO and the Procuring Entity reserve the rights at any time and without any liability to:

- develop the Project in any manner they determine necessary. If ADIO (on behalf of the Procuring Entity) is unable to negotiate a Partnership Agreement to its satisfaction with the preferred Applicant, it may:
  - (i) negotiate with the next highest ranked Applicant;
  - (ii) terminate this procurement process and pursue other developments or solicitations relating to the Project; or
  - (iii) exercise such other rights under the Partnership Framework and all laws and regulations in force in the UAE and in the Emirate of Abu Dhabi as it deems appropriate.
- modify the procurement process at any time (including the dates of this procurement process);
- cancel this RfQ or the subsequent RfP, in whole or in part;
- issue a new RfQ after withdrawal of this RfQ or a subsequent RfP;
- reject any and all SOQs and subsequent RfP proposals received at any time or terminate evaluations;
- require additional information from an Applicant concerning its SOQ;
- amend the Project scope from the information contained in this RfQ or any subsequent RfP;
- disqualify any Applicant that changes its submittal without the approval of ADIO and the Procuring Entity as applicable;
- invite qualified Applicants to participate in similar RfPs without being requested to qualify again, their eligibility to participate on similar RfPs is valid for one year; and
- exercise any other right reserved or afforded to ADIO and the Procuring Entity under this RfQ or any subsequent RfP or any other law.

### 3. Confidentiality

Recipients of this RfQ shall regard and treat all documents and information concerning the Project, Procuring Entity, ADIO and other governmental entities involved as being strictly private and confidential and shall ensure that the same are not disclosed, copied, reproduced, distributed or passed to any other person at any time except:

- (i) for the purposes of enabling SOQs to be prepared and submitted or disclosed to persons providing or proposing to provide financing for the Project, provided that in each case the disclosing party ensures that the receiving party executes and delivers a confidentiality agreement and complies with the terms of this RfQ; or
- (ii) as required to be disclosed by judicial or administrative process (including in connection with obtaining any necessary governmental approvals for the Project).

#### 4. Ownership and Copyright

All documentation supplied by ADIO and the Procuring Entity in relation to the Project is and shall always remain the property of ADIO and the Procuring Entity, as relevant, (except where entities or advisors are required to retain copies for regulatory purposes). Copyright to the RfQ and other documentation supplied by ADIO and the Procuring Entity rests exclusively with them and such documentation may not be copied, reproduced, distributed or otherwise made available to any other third party (either in whole or in part) without the prior written consent of ADIO and the Procuring Entity, except in connection with the preparation and submission of SOQs. All SOQs submitted shall become the property of ADIO and the Procuring Entity on the date submitted.

#### 5. Conflicts of Interest

Any conflict of interest must be fully disclosed in writing to ADIO and the Procuring Entity as soon as the conflict of interest becomes apparent. Following receipt of such information ADIO and the Procuring Entity will, in their absolute discretion, decide on the appropriate course of action, which may include disqualification of the Applicant, or the Applicant Member, as the case may be.

For the purposes of this RfQ, a conflict of interest means any actual or perceived situation where a person of authority or influence in the selection, assessment, decision making or otherwise at any stage of the tendering of the Project has a financial or non-financial interest, directly or indirectly, in the contracts or works to be implemented, and has the authority, power or control to influence them.

#### 6. Changes in Organisation

Following submittal of the SOQ, the Applicant may not:

- (i) remove or replace (but may add) an Applicant Member or Applicant Equity Member; or
- (ii) change its Managing Member, without ADIO's prior written consent.

#### 7. Disqualification and Rejection

The Applicant may be disqualified or rejected for any reason, at the sole discretion of ADIO and the Procuring Entity, including for the following reasons:

- failure by the Applicant (or any Applicant Member) to comply with the instructions and procedures outlined in this RfQ;
- failure by the Applicant (or any Applicant Member) to submit the pre-requisites as set out in Clause 4.3;
- failure by the Applicant (or any Applicant Member) to meet the minimum qualification criteria requirements as set out in Clause 4.2.2;
- failure by the Applicant to submit additional information or clarifications as may be required by the Procuring Entity and/or ADIO during the evaluation of the SOQs;
- the Applicant (or any Applicant Member) misrepresents any fact, circumstance or matter within its SOQ;
- the Applicant (or any Applicant Member) is the subject of proceedings for a declaration of bankruptcy, insolvency or has suffered any other analogous event;
- the Applicant (or any Applicant Member) is guilty of an act of grave misconduct in the course of its business;
- failure by the Applicant to disclose a conflict of interest;

- the Applicant has been previously blacklisted by the Procuring Entity or any government entity in Abu Dhabi or the UAE;
- the Applicant (or any Applicant Member) is subject to pending or threatened legal proceedings with the Procuring Entity or any government entity in Abu Dhabi or the UAE; or
- past failure to comply with the terms of any contract, letter of intent or bid with the Procuring Entity, ADIO, or any other government entity in Abu Dhabi or the UAE, whether in an individual capacity or as part of a joint venture.

#### **8. No Contract**

This RfQ does not commit the Procuring Entity and/or ADIO to enter into a Partnership Agreement or proceed with the procurement described in this RfQ. The Procuring Entity and ADIO assume no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering responding to this RfQ or any subsequent RfP. All such costs shall be borne solely by each Applicant.

#### **9. Applicant's Warranties**

By its participation in this procurement process, each Applicant warrants, represents and undertakes to ADIO and the Procuring Entity that:

- all information, representations and other matters of fact communicated or to be communicated to ADIO and the Procuring Entity by the Applicant, its employees, servants or agents in connection with or arising out of the SOQ are true, complete and accurate as at the date communicated; and
- it has full power and authority to respond to this RfQ and, if appointed, to perform the Project.

## VOLUME 3 – DEFINITIONS



## Definitions

Term	Meaning
Addendum	Addendum has the meaning given in Volume 1, Clause 2.5.2.
ADIO	The Abu Dhabi Investment Office.
Applicant	A prospective entity interested in the Project and invited to submit an SOQ in response to this RfQ.
Bidder	Qualified Applicants are considered Bidders if they decide to participate in the RfP. They are the entity that intends to enter into the Musataha Contract (or the Guarantor if an SPV is proposed), which should be the entity that prepares and submits the Bid Submission.
Concession Services	All of the services, duties and obligations that are to be performed by the Preferred Bidder under the terms of the Musataha Contract.
DMT	The Department of Municipalities and Transport.
Land	The land that is the subject of the tender, as described in Volume 1, Clause 3 (Project Details), Section 2 (Land Information).
Musataha Contract	The contract format to be used for this project, a template of which will be provided in the RfP.
Musataha Contract Term	The period specified in Volume 1, Clause 3 (Project Details), Section 1 (Project Information).
Musataha Fee	The fee payable by the Investor to the Procuring Entity during the Operations Period.
Procuring Entity	The Government entity and its subsidiaries owning the land that is the subject of this tender and owns the rights of executing the Musataha Contract with the successful Bidder.
Project	The project referred to in the Volume 1, Clause 3 (Project Details) and the subject of this RfQ.
RfP	The Request for Proposals.
RfQ	This Request for Qualifications.
SOQ	The Statement of Qualifications.

# VOLUME 4 – FORM SHEETS TO BE FILLED BY APPLICANTS



Form	Description
A	Submission of Contact Details <b>(to be submitted by 12 July 2021)</b>
B	SOQ Submission Letter
C	Information regarding Applicant/Applicant Members
D	Request for Clarification

## Form A – Submission of Contact Details

We confirm receipt of the Request for Qualifications (RFQ) for the following project:

**RfQ No.:** RFQ-ADIO-CM-M04

**Tender Name:** Al Aamerah Community Market

## نموذج (أ) – توفير بيانات الاتصال

نؤكد حصولنا على طلب التأهيل الخاص بالمشروع التالي:

**رقم طلب التأهيل:** RFQ-ADIO-CM-M03

**عنوان المزايدة:** السوق المجتمعي في العامرة

NO.	REQUIREMENT	DETAIL
1	Registered Name of Applicant	
2	Contact person name	
3	Contact person telephone number	
4	Contact person email address	
5	Address (office location)	

### Note:

The above form shall be completed and forwarded by email to [procurement.musataha@adio.ae](mailto:procurement.musataha@adio.ae) with the subject “Al Aamerah Community Market RFQ” by 12 July 2021.

This is important as it enables the ADIO team to invite Applicants to the Briefing Session and to send any other communications regarding this tender.

## Form B – SOQ Submission Letter<sup>1</sup>

Head of Procurement  
 Abu Dhabi Investment Office  
 Abu Dhabi  
 United Arab Emirates

RfQ No.: RFQ-ADIO-CM-M03

Tender Name: Al Aamerah Community Market

Applicant: [• insert]

Managing Member (if Applicant is a consortium): [• insert]

Date: [• insert]

Attn: Procurement Department, ADIO

- The undersigned [Applicant/Managing Member] submits this Statement of Qualifications (SOQ) in response to the Request for Qualifications issued by the Abu Dhabi Investment Office (ADIO) on behalf of the Department of Municipalities and Transport (DMT) (the **Procuring Entity**). Capitalized terms not otherwise defined herein shall have the meanings set forth in the RfQ.
- Enclosed, and by this reference incorporated herein and made a part of this SOQ, are the following:
  - Pre-requisite Information
  - Part 1 - General and Legal Information;
  - Part 2 - Technical Information;
  - Part 3 - Projects Funding Ability; and
  - Part 4 - Financial Information.
- The Applicant/Managing Member represents and warrants that:
  - it has read the RfQ and agrees to abide by the contents and terms of the RfQ and the SOQ;

## نموذج (ب) - خطاب تقديم بيان المؤهلات

مدير قسم المشتريات  
 مكتب أبوظبي للاستثمار  
 أبوظبي  
 الإمارات العربية المتحدة

رقم طلب التأهيل: RFQ-ADIO-CM-M03

عنوان المزايدة: السوق المجتمعي في العامرة

مقدم الطلب: [• أدخل]

العضو الرئيسي (إذا كان المتقدم عبارة عن تحالف): [• أدخل]

التاريخ: [• أدخل]

عناية: قسم المشتريات ، مكتب أبوظبي للاستثمار

- يقدم الموقع أدناه [مقدم الطلب / العضو الرئيسي] بيان المؤهلات هذا استجابة لطلب التأهيل الصادر عن مكتب أبوظبي للاستثمار نيابة عن دائرة البلديات والنقل (الجهة المستفيدة). تحمل المصطلحات المكتوبة بحروف كبيرة والتي لم يتم تحديدها بخلاف ذلك في هذا البيان التعريفات الموضحة في مستندات طلب التأهيل.
- تم ارفاق، بالإضافة الى خطاب تقديم بيان المؤهلات ليكون جزءاً من بيان المؤهلات المقدم ما يلي:
  - معلومات المتطلبات المسبقة لقبول العطاء
  - الجزء 1 – معلومات المتطلبات العامة والقانونية؛
  - الجزء 2 – معلومات المتطلبات الفنية؛
  - الجزء 3 – خبرة تمويل المشاريع؛ و
  - الجزء 4 – معلومات المتطلبات المالية.
- يقر ويضمن مقدم طلب التأهيل / العضو الرئيسي ما يلي:
  - قد قرأ مستندات طلب التأهيل ووافق على الالتزام بمحتوياتها وشروطها و بمحتويات بيان المؤهلات المقدم من قبله؛

(ii) the information stated in this Submission Letter and SOQ is both true and correct in every aspect and represents a true reflection of the Applicant's technical and financial experience; and

(iii) it is authorised to submit this Submission Letter and SOQ.

- The Applicant/Managing Member understands that ADIO and the Procuring Entity are not bound to determine that any Applicant should be selected to receive the RfP and may reject any SOQ without reason or justification.
- The Applicant/Managing Member further understands that all costs and expenses incurred by it in preparing this SOQ and participating in the Project procurement process will be borne solely by the Applicant/Managing Member.

(2) المعلومات الواردة في هذا الخطاب ومستندات تقديم بيان المؤهلات صحيحة وصحيحة في كل جانب وتمثل انعكاساً حقيقياً لخبرة المتقدم للتأهيل الفنية والمالية؛ و

(3) أنه مخول بتقديم هذا الخطاب وبيان المؤهلات.

- يدرك مقدم طلب التأهيل / العضو الرئيسي بأن مكتب أبوظبي للاستثمار والجهة المستفيدة غير ملزمين بتحديد اختيار أي من المتقدمين للتأهيل للحصول على مستندات المزايدة ويمكنهم رفض أي طلب دون ذكر أية تبريرات أو أسباب لهذا الرفض.
- يدرك مقدم بيان المؤهلات / العضو الرئيسي كذلك بأن جميع التكاليف والنفقات التي تكبدها في إعداد هذه المستندات لبيان المؤهلات والمشاركة في مزايدة المشروع سوف يتحملها وحده.

Applicant/Managing Member's business address:

عنوان عمل مقدم الطلب / العضو الرئيسي:

.....  
 .....

.....  
 .....

Signature: .....

التوقيع: .....

Name: .....

الاسم: .....

Position: .....

المنصب: .....

#### Note 1 to Applicants:

For Applicants that are, or are expected to be, a consortium, the Submission Letter shall have appended to it letters from each Applicant Member confirming that representations, statements and commitments made by the Managing Member on behalf of the Applicant Member entity have been authorised and are correct.

## Form C – Information regarding Applicant/Applicant Members

## نموذج (ج) – بيانات مقدم بيان المؤهلات

Name of Applicant: [• insert]

اسم مقدم البيانات: [• أدخل]

RfQ No.: RFQ-ADIO-CM-M04

رقم طلب التأهيل: RFQ-ADIO-CM-M04

Tender Name: Al Aamerah Community Market

عنوان المزايدة: السوق المجتمعي في العامرة

Date: [• insert]

التاريخ: [• أدخل التاريخ]

NO.	REQUIREMENT	DETAIL
1	Registered Name of Applicant	
2	Country of registration	
3	Name of Applicant Member completing this form	
4	Role of Applicant Member	
5	Anticipated equity interest of Applicant Member in project company (if any)	
6	Address of Applicant Member (headquarters and lead office for this Project, if different)	
7	P.O. Box (UAE-based entities)	
8	Nationality of partners	
9	Date of establishment	
10	Certificate of Incorporation and Commercial Licence (provide copy)	
11	Power of Attorney holder (provide copy)	
12	Contact person name	
13	Contact person telephone number	
14	Contact person email address	
15	Web address	
16	Applicant's organisation chart	

## Form D - Request for Clarification

## نموذج (د) - طلب الاستفسارات

Head of Procurement  
 Abu Dhabi Investment Office  
 Abu Dhabi  
 United Arab Emirates

مدير قسم المشتريات  
 مكتب أبوظبي للاستثمار  
 أبو ظبي  
 الإمارات العربية المتحدة

Name of Applicant: [• insert]

اسم مقدم الطلب: [• أدخل]

RfQ No.: RFQ-ADIO-CM-M04

رقم طلب التأهيل: RFQ-ADIO-CM-M04

Tender Name: Al Aamerah Community Market

عنوان المزايعة: السوق المجتمعي في العامرة

Date: [• insert]

التاريخ: [• أدخل التاريخ]

NO.	SUBJECT	RFQ CLAUSE	QUESTION / COMMENT
1			
2			
3			

الرقم	الموضوع	تحديد الفقرة في مستند طلب التأهيل	الاستفسار / الملاحظة
1			
2			
3			