

	Announcement and Request for Qualification Construction Project of the Islamic Republic of Iran Football Federation New Building	
Employer: Islamic Republic of Iran Football Federation		Consultant: Alborz Design and Structure Consulting Engineers

Announcement and Request for Qualification Construction Project Of The New Headquarters Building

Islamic Republic Of Iran Football Federation (Employer)



Consultant: Alborz Design and Structure Consulting Engineers



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IN HIS EXALTED NAME
Announcement for Qualification

The Islamic Republic of Iran Football Federation (hereinafter referred to as the “Employer”) hereby announces its intention to hold a prequalification process to prepare a shortlist of eligible contractors who will be invited to participate in the tender for the Construction of the New Building of the Islamic Republic of Iran Football Federation, located in Tehran, Iran.

The prequalification process will be conducted through the Consultant’s official website: www.tsalborz.co, in accordance with the executive regulations of Article 12, Clause (c) of the Bidding Law of the Islamic Republic of Iran.

1. Project Overview

The new building of the Islamic Republic of Iran Football Federation will be financed by the FIFA Financial Support Program. The total estimated cost of the project, based on the official Iranian exchange rate of the year 1404, is approximately IRR 4,636,544,478,880 (Four trillion six hundred thirty-six billion five hundred forty-four million four hundred seventy-eight thousand eight hundred eighty Rials), equivalent to 4 million Euros. The estimated implementation period for the project is thirty (30) solar months.

2. Consultant’s Role

The Employer has appointed Alborz Design and Structure Consulting Engineers as its Executive Consultant. The Consultant will cooperate with the Employer in organizing and managing the prequalification process and conducting the international tender in accordance with the laws and regulations of the Islamic Republic of Iran.

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3. Eligibility Requirements

All stages of the prequalification — from submission of the Request for Qualification (RFQ) to the invitation for the subsequent tender stages — shall be conducted exclusively through the Consultant's website.

Eligible applicants include:

- Domestic contractors holding valid EPC Certificates in the Building and Construction category,
- Consortiums of domestic contractors holding Grade 1 Building and Construction Certificates,
- Domestic consultants possessing valid specialty certificates from the Plan and Budget Organization of Iran,
- Foreign contractors holding equivalent certificates validated by their National Chamber of Commerce or the Embassy of the Islamic Republic of Iran,
- Consortiums of qualified domestic and foreign contractors and consultants.

4. Submission Instructions

Applicants shall:

1. Complete and upload the required documents on the Consultant's website within the specified deadline.
2. Submit one hard copy of the Prequalification Documents in an orderly and classified manner to the following address:

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Department of International Affairs

Iran Football Federation

No. 4, Third Twelve Meters Alley, North Sheikh Baha'i Street, Tehran, Iran.

Each applicant must provide documentary evidence demonstrating that it:

- Can receive the foreign currency equivalent of its invoices directly from FIFA;
- Can provide guarantees in accordance with the laws of the Islamic Republic of Iran and the contract terms in favor of the Employer (amounts receivable in Iran);
- Is capable of undertaking the engineering, procurement, and construction of the project.

5. Prequalification Timeline

Activity	Date / Period
Date of first publication of prequalification documents	From 8:00 AM on 2025/11/06
Deadline for expressing interest and submitting a résumé	2025 / 11 / 10
Deadline for receiving prequalification documents	10 days after the first publication
Deadline for uploading the response to the RFQ	10 days after the deadline for receiving documents

Issued by:

The Islamic Republic of Iran Football Federation

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Legal Notice

This Request for Qualification (RFQ) has been issued by the Football Federation of the Islamic Republic of Iran (the Employer) for the purpose of preparing a shortlist of eligible bidders.

It serves as a prerequisite for the tender process leading to the award of the Contract, in accordance with the Bidding Law of the Islamic Republic of Iran.

Neither the Employer nor any of its agents, representatives, advisors, or consultants makes, or shall be deemed to have made, any representation or warranty, express or implied, as to the accuracy, reliability, or completeness of any information contained or referred to in this RFQ, except as may be expressly set forth in officially issued tender documents or in a definitive contractual agreement executed between the Employer and the selected qualified applicant.

The receipt of this RFQ, or any information contained herein, or any communication made in connection therewith — whether oral or written — shall not constitute, or be deemed to constitute, the provision of financial, legal, technical, or other advice by the Employer or its representatives, advisors, or consultants.

Neither the Employer nor any of its agents, representatives, advisors, or consultants shall be held liable or responsible to any applicant or economic operator for any cost or expense incurred in connection with the preparation or submission of a response to this RFQ, or in relation to any subsequent investigation, transaction, or tendering process, whether or not concluded.

This RFQ does not purport to include all information that a prospective applicant may require to make a financial or technical decision.

Applicants are therefore advised to conduct their own independent assessments, investigations, and analyses of the information provided herein prior to making any decision or submission.

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REQUEST FOR QUALIFICATION (RFQ) FOR PARTICIPATION IN THE EPC TENDER PROCESS

INSTRUCTIONS

PREAMBLE

Following the publication of the Announcement for Qualification on 2025/11/06 and 2025/11/08, this RFQ is issued by the Football Federation of the Islamic Republic of Iran (Employer). The objective of this RFQ is to prepare a shortlist of qualified and experienced companies that have clearly demonstrated their ability to receive the foreign currency equivalent of the contract invoices directly from FIFA abroad, provide guarantees (based on the regulations of the Islamic Republic of Iran and the terms of the Contract in favor of the Employer (whose amounts are receivable in Iran), and fulfill the technical requirements of the Project and have expressed their willingness to participate in the tender process.

The Project is for the construction of a new building for the Football Federation of the Islamic Republic of Iran (Federation Building) located in Tehran.

The procurement (tender) process consists of four parts:

1- First part of the tender process: Publication of an Announcement for Qualification (has been completed);

In the first part, by publishing an Announcement for Qualification, interested contractors were invited to submit their resumes and expressions of interest by 2025/11/10.

2- Second part of the Bidding Process: Prequalification of Applicants;

In this part, the prequalification process is carried out for Applicants, in accordance with the Prequalification Documents and the processes presented in this document.

3- Third part of the Bidding Process: Receipt and Evaluation of Proposals

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In this part, Qualified Applicants are invited to submit their proposals in line with the requirements of the bidding process;

The submitted documents are evaluated in accordance with the bidding instructions, which are sent only to participants who have undergone prequalification.

4- Fourth part of the Bidding Process:

In this part, the evaluation process of the submitted proposals is carried out and the Project will be awarded to the Qualified Applicant whose proposal complies with the requirements of the bidding process, as defined in the Tender Documents and determined by the Employer, and is the most suitable technical and economic proposal.

CLAUSE 1 -FOREWORD

1.1 General

This qualification process is open to all all contractors who have submitted their letter of intent and supporting documents as per the published Announcement for Qualification.

1.2 Definitions

In this document, in addition to any term defined elsewhere:

Addendum: means any addendum, clarification, modification, circular letter and complementary document issued by Employer;

Applicant: means a domestic contractor holding EPC certificate in the Building and Construction category, or a consortium of domestic contractors holding grade one (1) Building and Construction certificate and domestic consultant holding appropriate specialty certificate from Plan and Budget Organization of Iran; or a foreign contractor holding similar certificate (which must be validated by the Chamber of Commerce of the contractor's country or the Embassy of the Islamic Republic of Iran), or a consortium of the said foreign contractors and domestic

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contractors and consultants; who in accordance with the Announcement for Qualification published on 2025/11/06 and 2025/11/08, declare their interest and provides supporting documents.;

Contract: It is a contract concluded between the Employer and the selected qualified applicant for the implementation of the project. It is recalled that the format of this contract will be based on the first edition of 1999 of the International Federation of Consulting Engineers (FIDIC) Terms of Contract for Design and Construction, ISBN 2-88432-023-7, and in compliance with the circular of the National Planning and Budget Organization, No. 85428/101 dated 15/05/1384 (on the subject of notification of a similar design and construction contract, of the third group type).

Leader: means a member of a consortium who is authorised to represent the consortium;

Prequalification Documents: means all documents required including all technical and financial documents as well as all necessary supporting documents as defined in the RFQ for participation in the tender process

Prequalification Forms: means all forms attached to the RFQ

Prequalification Letter: means the official letter from an Applicant, which shall be issued in accordance with the Prequalification Letter Form

Request for Qualification (RFQ): means this document including all attachments and Addendums, if any

Qualified Applicant or Bidder: means an Applicant that has been prequalified to participate in the Tender process;

Scope of Work (or Work): means as stated in Clause 2 of this document and as stipulated in the Contract;

Project: means the project for the construction of a new building for the Football Federation of the Islamic Republic of Iran, in Tehran;

Site: means the land and places for the purposes of the Contract, on, under, in, over, or through which the Work is to be executed;

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Tender Documents: means all commercial and technical documents which will be submitted by Employer to the **Qualified Applicants** to provide technical and financial proposals;

1.3 Time Schedule

- 1- Interested contractors were invited to submit their expression of interest no later than 2025/11/10.
2. Applicants are invited to submit their Prequalification Documents within 21 days of distributing this document.
3. Qualified Applicants, shall receive the Tender Documents. The Tender Time Schedule will be included in the Tender Documents.

Note: Employer reserves the right to make changes to the Time Schedule. Any change in the Time Schedule shall be communicated to all Applicants and published on www.tsalborz.co

1.4 Tender Documents

The Tender Documents issued to the to the Qualified Applicants shall, in addition to the letter of invitation to submit a proposal, specify the technical and financial proposal requirements and include a draft of Contract.

CLAUSE 2 SCOPE OF WORK

The Scope of Work (or Work) of the Project includes all works, services, duties to be delivered within the terms and conditions set forth in the EPC Contract, including but not limited to, receiving the foreign currency equivalent of its invoices abroad from FIFA, provide guarantees (in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract in favor of the Employer, whose amounts are receivable in Iran), delivery of the engineering of the Project, the

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procurement equipment and materials, factory testing, delivery to the Site either by overseas and/or inland transportation, performing any required customs clearance formalities and payment of customs duties, submitting proof of all required insurance (wrap) policies, construction of civil work, installation/erection, testing and pre-commissioning, commissioning, performing acceptance tests and all other required tests, final acceptance and delivery for the construction of all the works defined in the Contract. In general, the Contract shall specify the full turnkey construction requirements of the Project.

CLAUSE 3 OBJECTIVES OF PREQUALIFICATION

3.1 General

Employer expects construction of a modern building for football federation and places significant value on the economic, technical and environmental feasibility of the Project. While the bid price will be an important factor in the overall evaluation of proposals, careful consideration will also be given to quality and experience factors, such as bidder's demonstrated international experience, technical expertise, federation building construction engineering and Project scheduling plan and capabilities and, importantly, the viability and competitiveness of the proposed financing plan.

In this respect, the Applicants shall demonstrate sufficient technical, financial and organisational strength to perform their obligations under the Contract.

The Applicants shall demonstrate that it disposes the required capacity to participate in the Tender Process and perform the obligations under the Contract (for local Qualified Applicants, pertinent regulations of the Plan and Budget Organization of Iran shall apply). To document the satisfaction of this requirement, the Applicants shall submit completed Form No 11.

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3.2 Evaluation of the Applicants

(1) Experience (executive record) and knowledge in the desired field [execution]

The evaluation of the contractor's experience (executive record) is determined based on information related to the number and type of similar works carried out in the field of desired work in the last ten years. The maximum score is achieved if two similar works with a volume equal to or greater than the subject of the tender have been implemented by the contractor, and for smaller volumes, the experience score is reduced proportionally. To verify the contractor's knowledge in the field of execution, the certificate of competence presented in the field of execution is sufficient.

(2) Good track record in previous works

The good track record score is obtained from the average of evaluation score given by employers to the 4 cases of works in the last ten years. The employers' evaluation score of previous works is determined by such factors as the quality of work, the adequacy of technical personnel, and the project schedule.

The scores related to the periodic evaluation of reputable authorities, the subject of the note to Article (10) of the Resolution No. H23251T/48013 dated 02/03/2003 (11/12/1381 of Iranian calendar) of the Planning and Budget Organization (of Iran) regarding the performance of domestic contractors, can replace obtaining required information in this item.

(3) Financial capacity [construction]

The score for evaluating the financial capacity [construction] of contractors is obtained based on information from the last ten years at most. The maximum financial capacity score is achieved if the estimated tender amount is equal to or less than one of the following values:

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(i)- Fifty times the average annual tax or seventy times the final or on-account social security insurance paid.

(ii)- Three times the gross annual income, documented in final or provisional statements.

(iii)- Five times the fixed assets, documented in tax returns or property insurance certificates or legal books.

(iv)- Confirmation of credit from a bank or reputable financial and credit institutions up to the amount of the tender.

The highest number obtained from components (i) to (iii) is the basis for calculations, and if the highest calculated number is less than the estimated tender amount, the financial capacity score is reduced proportionally.

(4) Available Machinery and Equipment

The capacity of the contractors in the machinery and equipment is determined according to the nature of the work and the machinery and equipment required. If it is possible to provide the minimum machinery and equipment required for the project, the maximum equipment capacity score is awarded to the contractor.

(5) Technical and Planning Capability

The technical and planning capabilities of contractors are based on the following two sub-criteria:

(i)- Key Personnel Capability

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If a specific organization is proposed in the inception report to implement the project, in case qualified key personnel are introduced, the full score related to the key personnel capability criterion will be awarded to the relevant Applicant. Otherwise, the score will be calculated in proportion to the completion of the key personnel organization.

(ii)- Project Planning and Control Capability

The maximum score related to the project planning and control capability criterion will be achieved if there are at least two projects without unauthorized delays (up to provisional delivery) in the contractor's last ten-year records.

(6) Technical knowledge in the field of study and design. Financial,

The evaluation of technical knowledge in the field of study and design is carried out based on the following sub-criteria:

(i) - Study and design experience,

The score of study and design experience is determined based on the information and documents received from the Applicant, considering the number and type of similar works carried out, in the field of desired work, in the last five years. The maximum score is achieved if two similar works (with an estimated amount equal to or greater than the desired work) have been carried out by the Applicant, and for lower amounts, the experience score is reduced proportionally.

(ii) - Evaluation of previous employers,

The evaluation of previous employers is obtained by asking about the quality of work, the adequacy of key personnel and the achievement of time goals in 4 of the Applicant's projects in the last five years.

(iii)- Organizational structure of the design department.

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The score related to the consultant's organizational structure is determined, in each case, by taking into account the completeness of the organization and the adequacy of the main and permanent personnel, the project planning and control system, the quality control and assurance system, the documentation system and reporting method, and the use of information technology systems and tools at the consultant's organization level.

(iv)- Creativity and initiative in previous projects and research.

Providing at least 2 innovative, creative or new solution proposals approved by previous employers is sufficient to obtain full points in this sub-criterion, and for submitting fewer, the points will be reduced proportionally.

To verify technical knowledge in the field of study and design, the certificate of qualification presented in the field of design, is sufficient.

(7) Experience in the field of procurement

The evaluation of experience in the field of procurement is carried out based on the following sub-criteria:

(i)- Financial capacity (in procurement of goods),

The assessment score of financial capacity in procurement of goods is obtained based on information of the last five years at most. The maximum score of financial capacity is achieved if the estimated amount of the tender is equal to or less than one of the following values:

- 1- One hundred times the average annual tax, documented by documents of final and paid taxes on account.
- 2- Twenty-five percent of the sales of the last year of production, documented by contracts and sales documents or approved financial statements.

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3- Ten percent of fixed assets, documented by an official declaration or asset insurance certificate.

4- Confirmation of credit from a bank or reputable financial and credit institutions up to the amount of the subject of the tender.

The highest number obtained from parts (1) to (3) is the basis for calculations, and if the highest calculated number is less than the estimated amount of the tender, the financial score is reduced proportionally.

(ii)- Evaluation of previous customers and reputation,

The evaluation score of previous customers and reputation is determined based on information and documents received from customers, considering matters such as product quality, performance during the operation period, quality of support services and timely fulfilment of supplier obligations. The average evaluation score of 4 previous customers in the last five years will be the criterion for determining the aforementioned score.

(iii)- Production standards,

Suppliers must prove that they have achieved the required standards. These standards can include quality standards, production, installation or operation standards. If the required standards are not met, unqualified Applicants can be rejected without considering other sub-criteria of this main criterion. Providing valid documents and certificates or expert inspection can be the criterion for action. Whenever possible, if available, the use of Iranian standards is given priority.

(iv)- Having experience and knowledge in the field of procurement.

The evaluation of the supplier's experience is determined based on information related to the supply of goods in similar projects carried out in the last five years. The maximum score is achieved if the contractor has implemented two

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similar cases with a volume equal to or greater than the subject of the tender, and for smaller volumes, the experience score is reduced proportionately. To demonstrate the Applicant's knowledge in the field of goods procurement, the certificate of competence presented in the field of goods procurement is sufficient.

(v) - Good track record,

Providing a letter of satisfaction, appreciation or encouragement from previous customers (employers) in 2 works in the last five years is sufficient to obtain full points in this sub-criterion, and for fewer cases, the score is reduced proportionately.

(vi) - Quality assurance of services and products, and the quality system and method of product assurance (guarantee),

The evaluation of the quality assurance system is determined based on the presentation of quality assurance certificates such as the ISO9000 series or other valid quality certificates. In special cases where quality assurance certificates are not available, the evaluation will be carried out using insurance policy documents or technical inspection during construction. Applicants must declare, by self-declaration, how to assure quality of the products and related guarantees, how to provide after-sales service (warranty) at the place of use, how to pack and transport, how to install and train in use and maintenance and repairs.

(vii) - Production capacity.

Production capacity is determined based on inspection, presentation of production licenses or permits. Whenever it is proven that the Applicant is unable to supply the goods under tender due to the completion of production

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capacity, it will be removed from the short list without considering other criteria included in this main criterion.

(8) Management Ability

The score of the Applicants' management ability will be determined based on the resume of the proposed management team.

(9) Special Criteria

- 1- Ability to directly receive the foreign currency equivalent of the contractual invoices from FIFA abroad,
- 2- Ability to provide guarantees whose amount are receivable in Iran, in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract.

Note: Updating the amounts of similar works for previous years related to the Applicants' executive records should be done based on the adjustment indices of the fields announced by the Plan and Budget Organization of the Islamic Republic of Iran for domestic works and the adjustment or inflation indices announced by reputable international authorities for foreign works.

Method of calculating the prequalification score of each Applicant

First, the sub-criteria scores listed in the table of weights of main and secondary criteria, are determined for each Applicant. Then, the main criteria score of each Applicant is calculated from the sum of the product of the relevant sub-criteria scores by their weights, and finally, the prequalification score of each Applicant is obtained from the sum of the product of the main scores of that Applicant by their weights.

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Note: The scores of sub-contractors/suppliers are included in the prequalification of the main contractor.

The maximum prequalification score is 100 points. Applicants with a score of less than 65 points will be deemed to have failed the prequalification requirements and will be notified that they have been excluded from the tender process.

Table of Weights of Main and Secondary (Sub) Criteria						
No.	Main criterion	Main criterion weight (percentage)	Sub-criterion	Weight of sub-criterion in the main criterion (percentage)	Reference form No.	Applicant's score from the sub-criterion
1	Experience (executive record) and knowledge in the desired field [execution]	20	Construction experience	100	5,7	
2	Good track record in previous works	5	Evaluation of previous employers	100	5,7,12	
3	Financial capacity [construction]	5	Financial capacity [construction]	100	2	
4	Available machinery and equipment	10	Available machinery and equipment	100	8	
5	Technical and planning capability	5	Key Personnel capability	70	1	

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			Project planning and control Capability	30	5	
6	Technical knowledge in the field of study and design	20	Study and design experience	50	5,7	
			Evaluation of previous employers	20	5,7,12	
			Organizational structure of the design department	20	1	
			Creativity and initiative in previous projects and research	10	5,7	
7	Experience in the field of procurement	20	Financial capacity (in procurement of goods)	15	2	
			Evaluation of previous customers and reputation	10	4	
			Production standards	15	4	
			Having experience and knowledge in	25	5,7	

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			the field of procurement			
			Good track record	10	4	
			Quality assurance of services and products, and the quality system and method of product assurance (guarantee)	20	4	
			Production capacity	5	11	
8	Management ability	5	Resume of the proposed management team	100	1	
9	Special criteria	10	Ability to receive the foreign currency abroad	60	6	
			Ability to provide desired guarantees	40	6	

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Employer shall notify in writing each Applicant, of the result of their prequalification. Each Qualified Applicant, shall be required within 20 working days (as per Iranian calendar) of the receipt of the notice of prequalification confirm to Employer, in writing, that they intend to participate in the tender process

3.3 Specific Considerations

Special preferences for local Applicants:

- a) The prequalification score of foreign Applicants/foreign members of the Applicant consortium, is multiplied by 0.90 in the execution (construction) section, by 0.80 in the study and design section, and by 0.85 in the procure section.
- b) Special preference shall only apply to local contractors. Local contractors with foreign shareholders are considered local contractors if a local equity participation exceeding 50% can be demonstrated to the satisfaction of Employer

Proving the ability of the Applicant to directly receive the foreign currency equivalent of its invoices from FIFA abroad, and provide guarantees whose amounts are receivable in Iran, in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract, is of great importance to the Employer. Each applicant must attach proof of this ability to Form No. 6.

A failure to prove this ability will be considered as non-responsive and the Applicant shall be notified that, as a result, it failed to meet the minimum qualification requirements.

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The Applicants by virtue of submitting their Prequalification Letter are required to comply with the aforementioned document.

Applicants shall submit sufficient documents to demonstrate their technical, financial and organisational strength and their ability to provide required construction equipment and facilities to develop a project similar to this Project. No specific form is designed for the Applicants' various plans such as Project development, Project execution plan, Site control plans and the like. Applicants are requested to provide the above plans in their own format.

CLAUSE 4 PREQUALIFICATION PROCEDURE

4.1 Submission of Prequalification Documents

a. Prequalification Documents shall be submitted in English in an original hard-copy, together with a searchable electronic soft-copy. Each set of documents shall consist of all documents required in this RFQ, including duly signed and stamped RFQ, Addendums, if any and supporting documents required in sub-Clause 4.4. All pages of Prequalification Documents shall be signed and stamped by authorised signatories.

b. Prequalification Documents shall be accompanied by a Power of Attorney and other documents as may be necessary to show evidence that the person (or persons) signing and initialling the Prequalification Documents is (are) duly authorised to represent fully and completely the Applicant for the purpose of this prequalification.

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Such documentation and Power of Attorney shall be authenticated by a Notary Public, to be verified by the respective consulate of the Islamic Republic of Iran, for overseas Applicants.

c. Prequalification Documents in hard-copy shall be placed in sealed envelope clearly marked in capital letters in the lower left-hand corner as follows:

**Prequalification Documents of Construction
project of the Islamic Republic of Iran
Football Federation New Building**

Note: Employer will have no obligation to accept or take responsibility for any envelope not properly and clearly identified as required.

Applicants are required to submit a printed copy of the prequalification Documents, in an orderly and classified manner, to the Iranian Football Federation, located at No. 4, No. 12 Meters Third Alley, Sheikh Bahaee North Street, Tehran, no later than ... days after the deadline for uploading them to the site.

Any Prequalification Documents delivered and received by Employer after the deadline for submission of applications shall not be opened and may be collected by the respective Applicant's authorised representative, carrying authenticated proxy documents.

Employer shall accept the submission from each Applicant that notified Employer, prior to the deadline for obtaining the Prequalification Documents to the effect that it has obtained the aforementioned Prequalification Documents and that the Applicant intends to participate in the prequalification process.

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Employer shall have no responsibility to communicate with any Applicant in the absence of the receipt of such notice from the Applicant.

4.2 Prequalification Requirements

Any Applicant, to be admitted for prequalification, needs:

- a. to deliver evidence that i) the company is duly organised, registered and existing; or ii) the consortium consists of two or more companies, whose members are organised, registered and existing;
- b. to deliver that the company (or each consortium member) have been in related business (carrying out works, similar to the subject of this tender) for more than ten (10) years;
- c. to deliver evidence that the company (or the consortium members) have developed, installed and successfully commissioned projects similar to this Project;
- d. to deliver evidence that the company (or the consortium members) have qualified responsible key personnel at the project management level, which are competent, experienced, and available to carry out the Project;
- e. to provide evidence that the company (or each consortium member) have not been prohibited to enter into the Contract as per the law of prohibition from involvement in state transactions, issued on 12 Jan 1959 (22/10/1337 Iranian calendar date).

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f. to provide a certificate that none of the company (or each consortium member) contracts have been terminated as a result of a default by the company (or a consortium member) and that no bid bond issued by the company (or a consortium member) have been called within the last five (5) years prior to the deadline for submission of application hereunder

In case of a consortium, one member shall be identified as the Leader representing the consortium, the consortium members shall be jointly and severally liable for the performance of the Contract.

4.3 Filling out the Prequalification Forms

a. General

In preparing the Prequalification Forms the Applicants shall:

- 1) provide all required information;
- 2) state “*NOT APPLICABLE*” where necessary;
- 3) insert supplementary pages for the forms, when deemed necessary;
- 4) place sequential numbers on each sheet of each form;
- 5) number each page;
- 6) give all financial data in Euros or Iranian Rials unless otherwise requested;
- 7) sign and date where required.

Note 1: For a consortium, each member shall fill out forms No. 1, 2, 5, 6,7,8,11 and 12.

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Note 2: All pages of completed forms shall be duly signed and stamped by authorised signatories.

b. Prequalification Letter Form

Each Applicant shall fill out the Prequalification Letter Form (as per attached) indicating whether it is a “company” or “consortium”.

The full business address, email address and telephone number of the Applicant shall also be indicated.

Applicants shall mark as “*NOT APPLICABLE*” the parts that are not applicable

c. Form No. 1

In item 5, the Applicant shall identify the field of activities that are most relevant for this Project.

In item 6 the Applicant shall identify the relevant speciality such as civil engineering, mechanical engineering, etc.

d. Form No. 2

The Applicant is required to respond to all the questions concerning the available financial resources. To this end the Applicants may attach financial data, that provides further evidence and support the availability of financial resources.

The authorised capital in item 1 of the form means the nominal capital of the company.

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e. Form No. 3

Only consortiums shall fill out this form. Other Applicants shall write “*NOT APPLICABLE*”.

The data shall correspond to those given in the supporting documents specified in sub-Clause 4.4 (d).

f. Form No. 4

The Applicant shall include a separate form for each main equipment it will make available to the Project.

Please note that annex of Form No. 4 is to be completed by previous employers.

g. Form No. 5

Applicants shall list the projects for which they have successfully financed or have arranged financing.

The Applicants shall provide information about projects with buildings similar to Federation Building, that they have successfully performed.

The Applicant shall include a separate form for each referenced project.

h. Form No. 6

The Applicant In this form, provides its documentation to prove the ability to directly receive the foreign currency equivalent of contractual invoices from FIFA abroad, and provide guarantees whose amounts are receivable in Iran, in accordance with the regulations of the Islamic Republic of Iran and the terms of the contract.

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i. Form No. 7

The Applicant shall provide the names and addresses of employers of the projects listed in the forms No. 5 and No. 4, which may provide technical and economic references about the works executed.

Documents issued by the aforementioned employers such as performance, provisional acceptance, and final acceptance certificates, similar certificates and end-users testimonial (in English) shall be attached, to the extent available.

j. Form No. 8

The Applicant shall provide in this form construction equipment, machinery and tools to be used for the works.

k. Form No. 9

The Applicant shall indicate the number of prequalification forms completed and submitted.

l. Form No. 10

The Applicant shall indicate in this form all the annexes submitted giving them a progressive number, which shall correspond to the number marked on the relevant documents.

m. Form No. 11

The Applicant shall complete the availability and capacity to deliver declaration form.

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n. Form No. 12

The Applicant shall provide in this form information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

4.4 Supporting Documents

In order to comply with all the requirements stated in this Clause 4, the Applicant shall attach the following documents to the Prequalification Documents:

- a. From the Applicant (or from each member of the Applicant's consortium), the Notarised Articles of Association, the paid-up capital, the date of incorporation of the company, and the name of all the members of the board of directors;
- b. From the Applicant (or from each member of the Applicant's consortium) a copy of the latest audited profit and loss statement and balance sheet;
- c. Copy of the consortium agreement, if applicable;
 - 1) The document shall define precisely the general conditions under which it will function, its duration, the authorised Leader (which represents the consortium), division of work among members, method of receiving the amounts that the contractor is entitled to receive according to the Contract, in accordance with the financing conditions of this Project (for example: depositing into the consortium Leader's account shall be considered as receipt of that amount by the consortium) and the method of providing guarantees (for example: by a member who is registered and active in Iran and can prepare and

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provide guarantees in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract for the benefit of the Employer, whose amounts are receivable in Iran); such document shall explicitly state that the obligations of members under the EPC Contract shall be joint and several.

2) A statement of the Leader of the consortium, declaring that it, in addition to provisions mentioned in item (1) above, is fully authorised to act for the consortium on matters relating to prequalification and bidding.

d. Any related certificate, technical which are mentioned in this Prequalification Documents for scoring and/or financial documentation considered suitable by the Applicant to be presented for the prequalification.

4.5 Interpretation of Prequalification Documents

If any Applicant is uncertain as to the true meaning of any part of Prequalification Documents, it may request Employer for clarifications no later than one 1 week after obtaining the Prequalification Documents. Such clarifications request shall be given to the Consultant, by an official email, return receipt requested. Any such notice shall be considered officially received at midnight; on the day such email is received. In any case, the delivered written official letter is mandatory, as otherwise EMPLOYER shall have no obligation in the absence of such an official letter.

Any clarification will be made by official circular letters (as well as official email) issued by Employer to all Applicants including a description of the inquiry but without identifying its source. The Applicants shall acknowledge receipt of each mentioned official email and circular letter.

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4.6 Addendum

At any time prior to the deadline for submission of applications, Addendum to Prequalification Documents may be issued by Employer to clarify provisions herein or to notify modifications. Each Addendum to be issued will be distributed to all Applicants who shall acknowledge receipt of the same.

Any Addendum issued shall be part of Prequalification Documents and shall be communicated in writing to all who have obtained the Prequalification Documents from Employer.

CLAUSE 5 APPLICANTS' PREQUALIFICATION

5.1 Evaluation of Documents

Employer shall examine and review the Prequalification Documents and shall verify their regularity, shall undertake the qualifications hereunder and shall prepare a list of the Applicants, which have successfully been prequalified.

5.2 Notice of Results

Employer will notify Applicants through the Consultant's website whether it has been qualified or not. Employer may send the notification letter to the Applicant's contact information mentioned in Prequalification Letter Form.

Applicants, which have satisfied the prequalification requirements, shall be invited to participate in the tender process.

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5.3 Employer's Rights

Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time at its sole discretion, without thereby incurring any liability to any Applicant or otherwise.

During evaluation of Applicants, Employer may, at its discretion, request each Applicant to provide supplementary evidences and/or clarify its submitted documentation. The Applicants shall provide such documents and/or clarifications within the time period specified by Employer.

Employer will not entertain any claim regarding the procedure or the results of the prequalification, and each Applicant by virtue of submitting their Prequalification Letter waives any claim or objection they may have in this respect.

CLAUSE 6 GENERAL INFORMATION

6.1 Disclaimer

All above information are given for the guidance of Applicants only.

Employer accepts no responsibility for any use the Applicants may make of it or of any other information the Applicants may derive, or conclusions they may draw from any data furnished by Employer.

6.2 Confidentiality

All documents and information received by Employer from the Applicants will be deemed confidential. The documents will not be returned.

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All documents, data and information provided by Employer to any Applicant shall be considered as confidential and shall not be divulged to third parties, unless ordered by a competent court.

6.3 Prequalification Expenses

All expenses incurred by each Applicant for participation in this prequalification will be borne by that Applicant.

CLAUSE 7 LANGUAGE

The language of the Prequalification Documents is English and all Prequalification Documents shall be prepared and submitted in English.

All correspondence shall be in English.

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FORMS

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PREQUALIFICATION LETTER FORM

To: The Islamic Republic of Iran Football Federation

Gentlemen:

In accordance with the Prequalification Documents related to Construction project of the Islamic Republic of Iran Football Federation New Building , the undersigned representative:

(Full Name and Position)

Who is legally authorised to act for and on behalf of the Applicant:

[if a company]

(Name of Corporation)

having its principal place of business at:

(Legal Address, postal code, Email address and phone number of the Applicant)

- or -

[If a consortium]:

a consortium

comprised of:

a.

Leader: _____

and the following members:

b.

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c.

d.

e.

as evidenced by the certified power of attorney (the “Power of Attorney”):

(Number and Date of Power of Attorney)

attached to these documents, hereby applies, on behalf of the Applicant, for prequalification for bidding Construction Project of the Islamic Republic of Iran Football Federation New Building, which is to be constructed on a EPC contract basis in Tehran.

By this letter, the undersigned:

- a. guarantees the truth and accuracy of all statements and answers given in Prequalification Forms and in the attached documents;
- b. authorises Employer and Consultant to carry out any investigation to verify the truth of all statements and documents submitted and to obtain clarification and information on the technical and financial conditions of the Applicant;

c. accepts, unconditionally, the procedure adopted for this prequalification, the documents of the same and waives any claim or objection it may have in this respect and the result of its prequalification.

d. declares that, by virtue of the Power of Attorney, he has the widest authority to execute any document or agreement and to effect all necessary formalities for prequalification;

e. declares that his legal domicile, to which Employer may direct any correspondence in relation to this prequalification is as follows:

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(Legal Address, postal code, Email address and phone number)

f. declares that he/she has received the following Addendum(s) and circular letters:

(i)

(Addendum No. and date)

(ii)

(Addendum No. and date)

and

(i)

(circular letter No. and date)

(ii)

(circular letter No. and date)

(The authorised signatory)

(date)

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FORM NO. 1

STRUCTURE AND ORGANISATION

1. Name:

2. Address of the Head Office:

Telephone: _____ Facsimile: _____

E-mail: _____

3. Place and date of establishment:

Place: _____

Date: _____

4. Number of years of experience as an EPC contractor/ PC contractor / E consultant:

In its own country: _____ Internationally: _____

5. Activities of the organisation:

Main Field:

Other Fields:

6. Branch of speciality:

7. Names and addresses of parents and/or subsidiary companies, which can be engaged in the Project:

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8. Place in which branch offices operate:

9. Names and addresses of any associates the company has at present in the Islamic Republic of Iran:

(Please attach a company profile, licenses, certificates and an organisational chart showing the company's present structure including the position of key personnel)

10. Organisational chart of management, engineering, planning, procurement and construction departments (if applicable) shall be attached separately and for each expert, following table shall be filled, signed, stamped and attached to this chart

Position :

Name of Expert:

Date of Birth: (day/month/year)

Country of Citizenship/Residence:

Education: *(Please list college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained)*

Employment record: *(Starting with present position, list in reverse order. Please provide dates, name of employer, titles of positions held, types of activities performed and location of the assignment, and contact information of previous client(s) and employer (s) who can be contacted for references.)*

Period	Title/position. Contact info for references	Country	Summary of activities performed
--------	---	---------	---------------------------------------

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Membership in Professional Associations and Publications:

Language Skills (*please indicate only languages in which you can work*):

Contact detail:

Email address:

Phone Number:

Signature:

Date:

(The authorised signatories)

(date)

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FORM NO. 2

FINANCIAL STATEMENT

1. Capital:

Authorised: _____

(EUR €)

Fully paid-up without reserve funds _____

(from latest balance sheet)

(EUR €)

2. Annual turnover for each of the last four years and projected values for the current year:

Year	EUR € (home)	EUR € (abroad)
2025		
2024		
.....		
2017		
2016		

(EUR €)

(EUR €)

3. Approximate value of works in hand: _____

(EUR €)

4. Net assets, current assets, total revenue, current liabilities, profit before taxes and taxes for each of the last ten years in EUR €:

No.	Year	Net Assets	Current Assets	Total Revenue	Current liabilities	Profit before taxes	Taxes
1							
2							
...							
9							
10							

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5. Exchange rate adopted for conversions into EUR € if applicable:

6. Remarks:

The company's annual reports for the last ten years are enclosed.

(The authorised signatories)

(date)

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FORM NO. 3

INFORMATION ABOUT THE CONSORTIUM

1. Names and addresses of consortium members:

1st Member:

Name:

Address:

Type of activity:

Engineering ☐ Procurement ☐ Construction ☐ Financing ☐

Percentage of participation: _____%

2nd Member:

Name:

Address:

Type of activity:

Engineering ☐ Procurement ☐ Construction ☐ Financing ☐

Percentage of participation: _____%

3rd Member:

Name:

Address:

Type of activity:

Engineering ☐ Procurement ☐ Construction ☐ Financing ☐

Percentage of participation: _____%

4th Member:

Name:

Address:

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Type of activity:

Engineering ☐ Procurement ☐ Construction ☐ Financing ☐

Percentage of participation: _____%

2. Division of work:

1st Member:

2nd Member:

3rd Member:

4rd Member:

3. Name and contacts information of Leader:

4. Remarks:

(Note: The consortium agreement is attached to this form.)

(The authorised signatories)

(date)

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FORM NO. 4

PROSPECTIVE MANUFACTURERS OF THE MAIN EQUIPMENT FOR THE PROJECT

1. Name:

2. Address of the Head Office and factory:

3. Place of establishment:

4. Number of years of experience as manufacturer:

In its own country: _____ internationally: _____

5. Branch of speciality:

(Please enclose the reference list and company profile)

6. List of production standards shall be attached.

7. Quality Assurance (including products' supervisory services, guarantee, after sale services, packing and transportation, training and other services) shall be attached.

8. Remarks:

Note 1: for main equipment, the Applicants shall include separate forms.

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Note 2: the below annex 1&2 of Form No. 4 shall be completed by previous employers (clients) and each submitted for maximum 2 projects in the previous five years.

(The authorised signatories)

(date)

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FORM NO. 4 (ANNEX 1)

EVALUATION OF PREVIOUS CUSTOMERS AND THE REPUTATION OF THE MANUFACTURER/SUPPLIER

1. Project name:

2. Location (country and city):

3. Employer: _____

Address, Tel. and Email:

4. Brief description of the project:

5. Implemented by (Applicant/ Applicant's consortium member):

6. Role, percentage of participation in the implementation of the project and scope of work: contractor ☐ sub-contractor ☐

7. Commencement date: _____

Progress percentage: Physical: ----- % Financial: ----- %

Contractual completion date: _____

Actual completion date: _____

Delay: Yes ☐ No ☐

(Note: In case of delay, supporting documents indicating that the delay was admissible shall be submitted.)

8. Contract Price

Local component: _____ Foreign component: _____

Equivalent in EUR €: _____ Exchange Rate: EUR € 1

= _____

9. Evaluation by the employer

a) Goods quality:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

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b) Performance during operation:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

c) Quality of support services and timely fulfilment of commitments:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

d) Sufficiency of reference standards

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

Note: for each project, this annex shall be prepared and submitted separately and attached to the Form No. 4. Also copy of pertinent contract agreements is required.

(The authorised signatories of employer)

(date)

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FORM NO. 4 (ANNEX 2)

GOOD MANUFACTURER/SUPPLIER HISTORY

A copy of the original letter of consent, appreciation, or encouragement from previous clients (employers) related to two projects in the last five years.

(The authorised signatories of employer)

(date)

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FORM NO. 5

EXPERIENCE IN PROJECTS WITH BUILDINGS SIMILAR TO FEDERATION BUILDING FOR THE LAST TEN YEARS AS CONTRACTOR (Maximum 2 projects)

(Note: a- Similar work means having experience in constructing buildings for office use with an infrastructure of over 11,000 square meters. b-This Form shall be completed, signed and stamped by project employer (item 3 below)).

PROJECT No. _____

Implemented by (Applicant/ Applicant's consortium member):

(Note: for each project, copy of contract agreement shall be attached.)

1. Type of contract: EPCF ☐ EPC ☐
other types (*please specify*)

2. Name of the project:

3. Employer (client):

Name:

Address:

4. Commencement date: _____

Progress percentage: Physical: ----- % Financial: ----- %

Contractual completion date: _____

Actual completion date: _____

(Note: In case of delay, supporting documents indicating that the delay was admissible shall be submitted.)

5. Contract Price,

Local component:

Foreign component:

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Equivalent in EUR €:

Exchange Rate: EUR € 1 = _____

6. Location (country and city):

7. Brief description of the project:

8. Percentage of participation in the implementation of the project and scope of work:

9. Financing structure of the project:

10. Name of the participants and percentage of finance provided or arranged by each participant including the Applicant/ Applicant's member of consortium

(please provide necessary evidences such as documents from the projects' employer, financing bank and other pertinent individuals or organisations):

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11. Construction period: _____ months

12. Status of the project:

at construction stage ☐ at operation stage ☐

Progress percentage: Physical: ----- % Financial: ----- %

others (please specify)

13. Terms and methods of payment:

14. Evaluation by the employer

a) Work (services) quality:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

b) Adequacy of Technical personnel:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

c) Time management:

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

d) Sufficiency of construction and installation machinery (if applicable)

excellent (100) ☐ good (75) ☐ fair (50) ☐ poor (25) ☐

(Note: The employer's evaluation score is the average of the scores given in items a through d)

15. Project consultant (supervisor):

Name: _____

Address: _____

Email: _____

Project manager: _____

Project manager email: _____

16. Area: _____

17. Environmental considerations:

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18. Risks undertaken by the Applicant:

(Please provide a reference list of projects with buildings similar to Federation Building (other than those mentioned above) along with the scope of work and extent of responsibilities undertaken by the Applicant in these projects)

19. A list of last 10 years of experience in projects for the construction of buildings for office use (other than those mentioned above) should be provided, along with the scope of work and the scope of the Applicant's duties in these projects. In addition, in some of these projects also, the previous employer's evaluation (similar to row 14 of this form) should be provided, to receive a score for the sub-criterion of good experience in previous works. If a consulting engineer has completed this form as a member of a consortium, these projects should be selected from among the total five-year experience.

20. Two projects from the total ten-year experience mentioned above that have been completed without undue delay (until provisional delivery) should be identified.

21. If a consulting engineer has completed this form as a member of a consortium, in order to obtain points for creativity and initiative in previous designs and research, he should provide documentation of at least 2 innovative, creative or new solution proposals approved by previous employers.

22. If a supplier has completed this form as a member of a consortium, in the evaluation of experience and knowledge in the field of procurement, the maximum score will be achieved if it has applied for the procurement of goods for two similar projects with a volume equal to or greater than the subject of the tender. For similar

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projects with smaller volumes, the score for experience and knowledge in the field of procurement will be reduced proportionately.

23. Remarks:

(The authorised signatories)

(date)

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FORM NO. 6

SPECIAL CRITERIA

1- Documents proving the ability to directly receive the foreign currency equivalent of contractual invoices from FIFA abroad:

.....

.....

.....

2- Documents proving the ability to provide guarantees whose amounts are receivable in Iran, in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract in favor of the Employer:

.....

.....

.....

.....

The relevant certification materials are enclosed.

(The authorised signatories)

(date)

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FORM NO. 7

REFERENCE FROM EMPLOYERS ON PROJECTS COMPLETED

(1)*

(2)

(3)

(4)

(5)

(6)

(7)

(8)

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(9)

(10)

** Please indicate name and full address of the sources of reference.*

(The authorised signatories)

(date)

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FORM NO. 8

CONSTRUCTION EQUIPMENT, MACHINERY AND TOOLS						
No.	Facilities Description	Quantity	Manufacturer	Date of Manufacture (Year)	Power or Capacity	Operation Condition

The company's ownership documents are enclosed.

(The authorised signatories)

(date)

	Announcement and Request for Qualification	 مهندسين مشاور طرح و سازه البرز
Employer: Islamic Republic of Iran Football Federation	Construction Project of the Islamic Republic of Iran Football Federation New Building	Consultant: Alborz Design and Structure Consulting Engineers

FORM NO. 9

NUMBER OF PREQUALIFICATION FORMS COMPLETED AND SUBMITTED BY THE APPLICANT

<u>Form No.</u>	<u>Title of Form</u>
1.	Structure and organisation
2.	Financial statement
3.	Information about the Applicant's Consortium
4.	Prospective Manufacturers of the Main Equipment for The Project
5.	Experience in Projects with Buildings Similar to Federation Building as Contractor
6.	Special Criteria (Documents proving the ability to directly receive the foreign currency equivalent of contractual invoices from FIFA abroad, and the ability to provide guarantees whose amounts are receivable in Iran, in accordance with the regulations of the Islamic Republic of Iran and the terms of the Contract in favor of the Employer)
7.	Reference from employers on projects completed
8.	Construction Equipment, Machinery and Tools
9.	Number of prequalification forms completed and submitted by the Applicant
10.	List of prequalification enclosures
11.	Availability and Capacity to Deliver Declaration
12.	Litigation History

Remarks:

(The authorised signatories)

(date)

	Announcement and Request for Qualification Construction Project of the Islamic Republic of Iran Football Federation New Building	
Employer: Islamic Republic of Iran Football Federation		Consultant: Alborz Design and Structure Consulting Engineers

FORM NO. 11

AVAILABILITY AND CAPACITY TO DELIVER DECLARATION

I, as the authorised representative of the Applicant, do hereby certify that:

- (if the Applicant is a company) the Applicant; or
- (if the Applicant is a consortium) each member of the consortium is to acknowledge that it is jointly and severally liable and certify that the Applicant (or the Applicant's consortium as the case may be), has available capacity required to participate in the Tender Process for the construction of the Islamic Republic of Iran Football Federation New Building and perform the required work, if awarded the Contract, and that there is no legal impediment preventing it from entering into the Contract.

Should the contrary to the above be proved after the Contract is executed, the Qualified Applicant shall accept full responsibility for any delay damage caused by a delayed implementation of the Project. Employer shall have full right to do everything it deems necessary or expedient to recover or minimise any damage including the immediate termination of the Contract and the Qualified Applicant, by virtue of submitting this Form No.11, irrevocably waives any objection it may have in this respect.

(The authorised signatories)

(date)

	Announcement and Request for Qualification Construction Project of the Islamic Republic of Iran Football Federation New Building	
Employer: Islamic Republic of Iran Football Federation		Consultant: Alborz Design and Structure Consulting Engineers

FORM NO. 12

LITIGATION HISTORY

Applicant to provide information on any history of litigation or arbitration resulting from contracts executed in the last five (5) years or currently under execution.

year	Award for or against Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount

(The authorised signatories)

(date)