

APPENDIX – 3

1. Purpose of Prequalification of Health Facility Design Consultants (HFDC)

The prequalification of Health Facility Design Consultants (HFDC) is a further initiative by the DHA Health Regulation Sector to ensure new Health Facilities within Dubai are designed to the appropriate standards by competent HFDC. Furthermore, they will give the Dubai Health Authority confidence that the design outcome will be in line with the expected Standards and Guidelines which will reduce the processing time of the Health Facility Approval Process

Subsequently, this process will benefit the Investors to select a competent consultant specific to Healthcare Services categorized to the level of complexity of the Healthcare Facility.

2. Prequalification Criteria of Health Facility Design Consultant (HFDC)

The Prequalification Criteria for the is developed based on the Best Industry Practices. The DHA Health Facility Guidelines - Health Facility Design Consultants Prequalification Application Form has been taken into consideration while preparing an enhanced & comprehensive criterion for uniformity of submission of Prequalification Document by Health Facility Design Consultants. Additionally, scoring sheet has been prepared based on the following Weightage.

SN	Criteria	Weightage (%)	Minimum (%) required
1	General Submission	10	5
2	Technical Submission	50	35
	Consultant Structure and Organization/ Methodology		
	Quality/HSE Manuals / Systems / Certifications	20	10
3	Consultant's Prequalification (Financial Requirements)	20	10

Refer to **Attachment A** for the Criteria of Submission

3. Requirements for Health Facility Design Consultants (HFDC) to be Prequalified

1. Health Facility Design Consultants (HFDC) will be prequalified based on DHA's analysis of documents submitted in line with the criteria mentioned in **Attachment A**
2. The consultant will be assessed on the number and type of Health Facilities designed and completed. The size and complexity of the Health Facilities will also be taken into consideration.
3. Health Facility Design Consultants (HFDC) is required to submit CV's of key individuals with relevant experience.
4. Health Facility Design Consultants (HFDC) is required to hold a Professional /Trade license in Dubai
5. An individual having the required Healthcare experience will be prequalified subject to tie-up with Prequalified Health Facility Design Consultants (HFDC)
6. Any Prequalified Consultants registered with the Department of Health in Abu Dhabi will be automatically registered as prequalified Consultants at the DHA subject to submitting Professional /Trade license in Dubai.
7. Minimum Score required by the Health Facility Design Consultants (HFDC) to Qualify shall be **60%**

4. Categorization of Health Facility Design Consultants (HFDC) based on Experience.

The Health Facility Design Consultants are categorized based on the complexity of the facility as type 1 & type 2 as illustrated below. This is in line with the categories defined in the DHA Health Facility Guidelines.

Categories of Health Facility Design Consultant				
SN	Facility Type	Categories for HFDC		Remarks
		Type 1	Type 2	
1	General Hospital		✓	
2	Specialty Hospital		✓	
3	Oncology Center	✓	✓	
4	Rehabilitation Centre	✓		
5	Day Surgical Centre		✓	
6	Fertility Centre		✓	
7	Renal Dialysis Centre	✓		
8	Polyclinic	✓		If included Day Care Type - 2
9	Specialty Clinic	✓		
10	Convalescence House		✓	
11	Radio Diagnostic Centre		✓	
12	Diagnostic Centre (Multiple Specialties)		✓	
13	Medical Laboratory		✓	
14	Dental Laboratory	✓		
15	Hospital (Inpatient) Pharmacy	✓	✓	
16	Community (Outpatient) Pharmacy	✓	✓	
17	TCAM Center	✓		
18	General Clinic	✓		
19	Dental General Clinic	✓		
20	Company Clinic	✓		
21	Hotel Clinic	✓		
22	School Clinic	✓		
23	Drug Store	✓		
24	Special Needs Centre	✓		
25	Air Ambulance	✓		
26	Optical Centre	✓		
27	Beauty Centre Salon	✓		
28	Home Healthcare Agency	✓		
29	Telehealth	✓		
30	Mobile Healthcare Unit	✓		
31	Medical Fitness Centers	✓		

5. Frequency & Duration of Prequalification Approval

1. Dubai Health Authority prequalification for the current Category, will be valid for a period of **3 years** after approval, following to which the Health Facility Design Consultant (HFDC) is required to apply for renewal with the criteria listed in **Attachment A**
2. During the period of validity, the Health Facility Design Consultants (HDFC) are required to inform Dubai Health Authority of any major changes to the information supplied to them on the prequalification submission including changes to directorship and departure of key specialist staff if any.
3. In the case of Health Facility Design Consultants (HDFC) needs to apply the changes from Category 1 to Category 2, then the Health Facility Design Consultants (HDFC) will be required to request for the change with providing evidences of accomplishing Facilities of Category Type 2 mentioned in **Section 4** of this Report.

ATTACHMENT A

Consultants Prequalification (Technical + Financial)	
Consultants Prequalification (Technical Requirements)	
Sr No	Criteria
General Submission	
1	Consultants Prequalification Statement, Cover Letter, Illustrate Company Introduction, Related Department & Activities. Nominated Contacts for Enquiries to discuss managerial, technical or financial matters along with the Name, Person, Telephone, Email.
2	References from Clients, Owners (Public & Private) & Designers / Architects
3	Copy of valid Trade/Professional Licenses from Authorities & Chamber of Commerce Certificate. Trade/Professional License submission is mandatory to work in Dubai.
4	Power of Attorney (if the authorized person is not the owner) & Partnership Agreement
5	Insurances (Employers Liability, Public Liability, Professional Indemnity, Others)
6	Legal Information: Mention if any claims against the Organization or any other legal matters
Consultant Organizational Structure / Technical Capabilities	
1	Experience of Consultant in Healthcare Projects both Local & International Completed in last 5 years with Location, Clients name & Contact details, Start and Completion dates with Contract values & Actual Value of Project Completion inclusive of list of Ongoing Projects with pictures. Mention specifically Healthcare Facility Type, Size (GFA in m2) & the Consultant Role for the specific Project. Each project should be covered in a maximum of 2 pages
2	The Health Facility Consultant is required to demonstrate its capabilities (including qualifications and limitations) to provide design services for Architectural & Engineering Services inclusive of Master Planning, Feasibility, Risk Management, Design Development Stages, Site Supervision, Project Commissioning and Certification, Pre and Post Occupancy, Facilities and Asset Management, MEP Services, IT & Communications & Biomedical Engineering
3	Organization chart showing the company structure including the positions of executive Directors and key personnel and other Staff and their experience with Healthcare Projects along with Cv's. CV's shall include Title or Position, Date of Birth, Professional, Qualifications, Responsibilities within Organization, Years of experience in healthcare design, Relevant Project Experiences (includes company, project names, project role etc.)
4	Total No. of Overall Employees (Staff, Technical and Administrative) hold by the Company and Approximate Permanent Staff turnover in the last three calendar years
5	Consultant's Proficiency as a Medical Health Planner or list of Medical Planners Consultant has previously worked with on Healthcare Projects

Consultants Prequalification (Technical + Financial)

Consultants Prequalification (Technical Requirements)

Sr No	Criteria
6	Specialized Sub-Consultants such as MEP Consultants for Healthcare Projects
7	Consultant's Design & Construction Supervision Methodology
8	Ability to apply BIM through all Phases of Design
9	Evidence of Value Engineering Techniques on Previous Projects
10	Timeline for completing the assigned Services for Healthcare Projects for previous Projects - Planned & Actual
2) Quality / HSE Manuals / Systems / Certifications	
1	Company's Quality Assurance Manuals
2	Health Safety & Environment Manuals
3	ISO / OHSAS / any other Certifications & Membership Associations
4	Awards / Recognitions/ Appreciation Letters, if any
Consultant's Prequalification (Financial Requirements)	
1	Total Value of executed Projects in last 5 years including List of Project Values for all Ongoing Projects
2	Name of Company's Main Bank & Amount of Bank Facilities granted to the Company
3	Attach Introduction Letter from Bank include Account Number
4	Attach satisfaction letter from the Local Bank with Account Opening date