PREQUALIFICATION RESPONSE | SAMPLE

Scaffolding and access subcontract package

Dunecrest Access Contracting LLC (fictional) answering a main contractor's prequalification questionnaire for a mixed-use tower in Dubai. Excerpt: 3 of 14 pages.

SAMPLE Fictional company, project and figures. The structure, cross-references and evidence trail show how we build prequalification packs for UAE subcontractors. A real pack is built from the client's own licence, certificates, project list and CVs.

Submission details

Questionnaire	*PQQ-MXT-SC-07, scaffolding and access package*
Submitted to	*[Main contractor], Procurement and Contracts*
Revision and contact	*Rev 0, [DD Mon YYYY]; clarifications to [Name], Business Development Manager*

Pack contents

Sec	Title (✓ in this excerpt)	Sec	Title
1	Covering letter and declaration	6	Temporary works and technical capability ✓
2	Compliance matrix ✓	7	Quality management
3	Company profile, licences, organisation ✓	8	Key personnel and CVs (summary ✓)
4	Financial standing and insurances	9	Attachments register ✓
5	HSE management and performance ✓		

2 Compliance matrix

PQQ item	Requirement	Answered in	Evidence	Status
Q1.2	Valid trade licence covering scaffolding works	3.1	A-01 Trade licence	Complied
Q2.1	Audited accounts, last 2 years	4.1	A-05, A-06	Complied
Q3.4	HSE statistics, last 3 years	5.3	Table 5.3	Complied
Q4.2	Scaffold design approval route before erection	6.2	A-11 Sample design approval	Complied
Q4.3	Third-party inspection arrangements	6.2	A-12 TPI agreement	Complied
Q5.1	ISO 9001 certificate	7.1	A-14	Clarified: certification audit booked [month]

6 of 42 rows. Each PQQ question keeps the client's numbering; gaps are declared with a date, never left blank.

SAMPLE by Scaff Project Solutions FZE to show prequalification pack format. Dunecrest Access Contracting LLC and the project are fictional; all names, numbers and certificates are invented example data.

3 Company profile

Legal name and form	*Dunecrest Access Contracting LLC, limited liability company*
Trade licence	*[Licence number], [issuing authority], valid to [DD Mon YYYY] (attachment A-01)*
Established	*2015 in Dubai; scaffolding and access works only*
Workforce	*180 direct staff: 12 supervisors, 6 inspectors, 140 scaffolders, 22 support*
Equipment	*System and tube and fitting scaffold, about 950 tonnes owned; mobile towers; inventory list A-04*
Typical package size	*AED 0.5 to 6 million, up to 60 m height*

5 HSE management and performance

Our HSE system covers every scaffold from request to dismantling: approved design before erection, competent supervision, third-party inspection and a tag at every access point. Section 5.2 maps it to the project HSE plan; table 5.3 gives our results.

0	1.4 M	100%	48
lost time injuries, last 24 months	safe man-hours since last LTI	7-day tag inspections closed	toolbox talks per crew, 2025

5.3 HSE statistics, last 3 years

Measure	2023	2024	2025
Man-hours worked	392,000	455,000	518,000
Lost time injuries (LTI)	1	0	0
LTI frequency rate (per 200,000 h)	0.51	0.00	0.00
Recordable injuries	3	2	1
Dropped object incidents	4	2	1
Authority or client fines	0	0	0

Example figures. In a real pack each figure traces to the client's incident register and payroll hours, and the frequency rate basis matches the PQQ.

> **What evaluators look for in section 5**
>
> A trend, not one good year. Figures that match the attached registers. Lessons learned from the one LTI, stated plainly, with the control that followed.

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6 Temporary works and technical capability

Control	How Dunecrest delivers it	Reference
Design before erection	Design, drawings and design loads for every scaffold are approved by the engineering office before erection and are kept on site for inspection	DM Safety Guide 8-1(4)
Competent supervision	A named scaffold supervisor per work front during erection, alteration and dismantling	DM Safety Guide 8-1(2)
Third-party inspection	Approved inspection body certifies before handover and after any change of location	DM Safety Guide 8-1(8)
Weather	Site wind readings logged; external work stops at 38 km/h or the lower project limit	DM Safety Guide 8-1(6)
Handover and tagging	Joint handover with the user trade; green, yellow and red tags; 7-day inspections	Company SOP DAC-HSE-SOP-014

References: Dubai Municipality Safety Guide for Construction Works (2026), section 8, re-checked against the current edition for every real pack.

Relevant projects (fictional examples)

Project type	Location	Scope	Value, AED
Hospital extension, 9 floors, live campus	Abu Dhabi	Facade and internal access scaffold, loading bays	3.2 M
Heritage building refurbishment	Sharjah	Tube and fitting scaffold with roof cover, no ties into the facade	1.1 M
Power plant boiler maintenance shutdown	Dubai	Internal access scaffold, 24/7 shifts, 21 days	2.4 M

Key personnel (section 8 summary)

Role	Name	Experience	CV
Scaffold Manager	[Name]	18 years, system and tube and fitting, high-rise	A-21
Temporary Works Coordinator	[Name]	11 years, design approval and TW registers	A-22
HSE Manager	[Name]	14 years, NEBOSH IGC, UAE projects	A-23

9 Attachments register

Ref	Document	Ref	Document
A-01	Trade licence	A-08	HSE policy, signed
A-02	Chamber of Commerce membership certificate	A-11	Sample scaffold design approval
A-04	Equipment inventory	A-12	Third-party inspection agreement
A-05/06	Audited accounts 2024, 2025	A-14	ISO 9001 audit booking
A-07	Insurance certificates	A-21/23	Key personnel CVs

How we build a pack like this

You send the questionnaire, deadline, trade licence, certificates, project list and CVs. We write every section, build the compliance matrix and attachments register, and return a submission-ready pack in 4 to 10 working days. Scaff Project Solutions FZE, Dubai, UAE. info@scaff.ae | scaff.ae

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