



REQUEST FOR PREQUALIFICATION FOR WORKS

PREQUALIFICATION (RPQ) NUMBER: *[Employer to enter number]*

DESCRIPTION: *[Employer to enter brief description of Services]*

CLIENT *[Enter Employers name]*

SUBMISSION ADDRESS *[Enter Employers address]*

SUBMISSION DATE & TIME: *[Employer to enter closing date and time]*



LETTER OF INVITATION

To: <i>[EMPLOYER to enter]</i>	RPQ No.	<i>[EMPLOYER to enter]</i>
	Date Issued	<i>[EMPLOYER to enter]</i>
Submission Date and Time (VANUATU Local Time)		<i>[EMPLOYER to enter]</i>
Works for which Prequalification is required <i>[EMPLOYER to enter description]</i>		
EMPLOYER Project Code (if applicable)	<i>[EMPLOYER to enter project code]</i>	

You are invited to submit your Application to Prequalify for the following works: *[EMPLOYER to enter name of works]*. More details on the works are provided in Section 5 Scope of works. The completed Application must be signed by your authorised representative; and must be valid for a minimum period as indicated above from the Submission Date of the RPQ Application.

The RPQ Application includes the following documents:

Section I.	General Conditions for Applying for Prequalification (GCA)
Section II.	Special Conditions for Applying for Prequalification (SCA)
Section III	Qualification Criteria and Requirements
Section IV.	Application Forms
Section V.	Scope of Works

Please advise us in writing at the following address *[EMPLOYER to enter address]*, upon receipt:

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit an application to pre-qualify.

Yours sincerely,

[EMPLOYER to enter Address, E-mail, Signature, name, and title of EMPLOYER]



REQUEST FOR PREQUALIFICATION FOR WORKS

TABLE OF CONTENTS

SECTION

Section I.	General Conditions for Applying for Prequalification (GCA)
Section II.	Special Conditions for Applying for Prequalification (SCA)
Section III	Qualification Criteria and Requirements
Section IV.	Application Forms
Section V.	Scope of Works



SECTION I. GENERAL CONDITIONS FOR APPLYING FOR PREQUALIFICATION (GCA)

Table of Clauses

A. General	5
1. Scope of Application	5
2. Fraud and Corruption	5
3. Eligible Applicants.....	5
B. Contents of the Prequalification Document.....	6
4. Sections of Prequalification Document	6
5. Clarification of Prequalification Document.....	7
6. Amendment of Prequalification Document	7
C. Preparation of Applications.....	7
7. Cost of Applications.....	7
8. Language of Application	7
9. Documents Comprising the Application.....	7
10. Application Submission Form.....	8
11. Documents Establishing the Eligibility of the Applicant	8
12. Documents Establishing the Qualifications of the Applicant	8
13. Signing of the Application and Number of Copies.....	8
D. Submission of Applications.....	8
14. Sealing and Identification of Applications	8
15. Deadline for Submission of Applications	8
16. Late Applications	9
17. Opening of Applications.....	9
E. Procedures for Evaluation of Applications	9
18. Confidentiality	9
19. Clarification of Applications.....	9
20. Responsiveness of Applications	9
21. Subcontractors.....	9
F. Evaluation of Applications and Prequalification of Applicants.....	10
22. Evaluation of Applications.....	10
23. Employer's Right to Accept or Reject Applications.....	10
24. Prequalification of Applicants	10
25. Notification of Prequalification	10
26. InvGCAtion to Bid.....	10
27. Changes in Qualifications of Applicants	11



SECTION I. GENERAL CONDITIONS FOR APPLYING FOR PREQUALIFICATION (GCA)

A. General

- 1. Scope of Application**
 - 1.1 In connection with the InvGCAtion for Prequalification indicated in Section II, Prequalification Data Sheet (**SCA**), the Employer, as defined in the **SCA**, issues this Prequalification Document (PQD) to applicants interested in bidding for the works described in Section 5, Scope of Works. The number of contract packages provided in the SCA are indicative only. **SCA**

- 2. Fraud and Corruption**
 - 2.1 Bidders, suppliers, and contractors and their subcontractors are required to observe the highest standard of ethics during the procurement and execution of such contracts. In this context, any action taken by a bidder, supplier, contractor, or a sub-contractor to influence the procurement process, including this pre-qualification stage, or contract execution for undue advantage is improper. Improper conduct is defined as:
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party¹;
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

The Employer will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive practices in competing for the contract in question;

- 3. Eligible Applicants**
 - 3.1 An Applicant shall be a private legal entity, or any combination of them in the form of association(s) including Joint Venture (JV) with the formal intent, as evidenced by a letter of intent, to enter into an agreement or under an existing agreement. In the case of a JV, unless otherwise specified in the **SCA**, (i) all parties shall be jointly and severally liable, and (ii) there shall be

¹ a “party” refers to a participant in the procurement process or contract execution.



no limit on the number of partners.

- 3.2 The eligibility criteria listed in this Clause 3 shall apply to the Applicant, including the parties constituting the Applicant, i.e., its proposed partners, subcontractors or suppliers for any part of the Contract including related services.
- 3.3 An Applicant shall be deemed to have the nationality of the country specified in the **SCA** if the Applicant is incorporated or registered and operates in conformity with the provisions of the laws of that country, as evidenced by its Articles of Incorporation or Documents of Constitution, and its Registration Documents.
- 3.4 An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a partner of a joint venture. No Applicant can be a subcontractor while submitting an application individually or as a partner of a joint venture in the same Prequalification process. A Subcontractor in any application may participate in more than one application, but only in that capacity. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.
- 3.5 Applicants and all parties constituting the Applicant shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

B. Contents of the Prequalification Document

4. Sections of Prequalification Document

- 4.1 The document for the prequalification of Applicants (hereinafter - "prequalification document") consists of parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addendum issued in accordance with GCA 6.
 - Section I. General Conditions for Applying (GCA)
 - Section II. Special Conditions for Applying (SCA)
 - Section III. Qualification Criteria and Requirements
 - Section IV. Application Forms
 - Section V. Scope of Works
- 4.2 The Employer accepts no responsibility for the completeness of the prequalification document and its addenda unless they were obtained directly from the Employer.
- 4.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.



- 5. Clarification of Prequalification Document**
- 5.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer's address indicated in the **SCA**. The Employer will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline for submission of applications. The Employer shall forward copies of its response to all applicants who have acquired the prequalification document directly from the Employer including a description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under GCA 6 and in accordance with the provisions of GCA 15.2.
- 6. Amendment of Prequalification Document**
- 6.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Document by issuing addenda.
- 6.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Employer.
- 6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

- 7. Cost of Applications**
- 7.1 The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 8. Language of Application**
- 8.1 The application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the SCA as being the ruling language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the ruling language specified in the **SCA**, in which case, for purposes of interpretation of the application, the translation into the ruling language shall govern.
- 9. Documents Comprising the Application**
- 9.1 The application shall comprise the following:
- (a) Application Submission Form, in accordance with GCA 10;
 - (b) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with GCA 11;
 - (c) documentary evidence establishing the Applicant's qualifications, in accordance with GCA 12; and



(d) any other document required as specified in the **SCA**.

10. Application Submission Form

10.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This Form must be completed without any alteration to its format.

11. Documents Establishing the Eligibility of the Applicant

11.1 To establish its eligibility in accordance with GCA 3, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 1.1, included in Section IV, Application Forms.

12. Documents Establishing the Qualifications of the Applicant

12.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

13. Signing of the Application and Number of Copies

13.1 The Applicant shall prepare one original of the documents comprising the application as described in GCA 9 and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

13.2 The Applicant shall submit copies of the signed original application, in the number specified in the **SCA**, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail

D. Submission of Applications

14. Sealing and Identification of Applications

14.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:

- (a) bear the name and address of the Applicant;
- (b) be addressed to the Employer, in accordance with GCA 15.1; and
- (c) bear the specific identification of this prequalification process (i.e. the RPQ No. indicated in the SCA 1.1.

14.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required.

15. Deadline for Submission of Applications

15.1 Applicants must always submit their applications by mail, courier or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated in the **SCA**. A receipt will be given for all applications submitted.

15.2 The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Document in accordance with GCA 6, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the



deadline as extended.

16. Late Applications

16.1 Any application received by the Employer after the deadline for submission of applications prescribed in accordance with GCA 15 will be rejected as indicated in the **SCA**.

17. Opening of Applications

17.1 The Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

18. Confidentiality

18.1 Information relating to the evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

18.2 From the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with GCA 25, any Applicant that wishes to contact the Employer on any matter related to the prequalification process, may do so but only in writing.

19. Clarification of Applications

19.1 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

19.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its application may be rejected.

20. Responsiveness of Applications

20.1 The Employer may reject any application which is not responsive to the requirements of the prequalification document.

21. Subcontractors

21.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria, shall specify the activity (ies) or parts of the works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractors in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.



F. Evaluation of Applications and Prequalification of Applicants

- 22. Evaluation of Applications**
- 22.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract as indicated in the **SCA**.
- 22.2 Only the qualifications of subcontractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of the Applicant.
- 22.3 In case of multiple contracts, the Employer shall prequalify each Applicant for the maximum number and types of contracts for which the Applicant meets the appropriate aggregate requirements of such contracts as indicated in the **SCA**, as specified in Section III, Qualification Criteria and Requirements.
- 23. Employer's Right to Accept or Reject Applications**
- 23.1 The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.
- 24. Prequalification of Applicants**
- 24.1 All Applicants whose applications have met or exceeded ("passed") the specified threshold requirements will, to the exclusion of all others, be prequalified by the Employer.
- 25. Notification of Prequalification**
- 25.1 Once the Employer has completed the evaluation of the applications it shall notify the Government of Vanuatu Central Tenders Board (CTB) and all Applicants in writing of the names of those applicants who have been prequalified.
- 26. Invitation to Bid**
- 26.1 Promptly after the notification of the results of the prequalification the Employer shall issue a Request For Tender (RFT) to all the Applicants that have been prequalified.
- 26.2 Bidders may be required to provide a Tender Security as indicated in the **SCA** acceptable to the Employer in the form and an amount to be specified in the RFT , and the successful Bidder shall be required to provide a Performance Security to be specified in the RFT.



27. Changes in Qualifications of Applicants

- 27.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with GCA 24 and invited to tender shall be subject to a written approval of the Employer prior to the deadline for submission of tenders. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Invitation to Tender.



SECTION II. SPECIAL CONDITIONS (SCA)

A. General	
GCA 1.1	The Employer is: <i>[Employer to insert the Government of Vanuatu procuring entity]</i>
GCA 1.1	The list of contracts is: <i>[The Employer to either State the indicative number of contract packages or State that the exact packaging of works will be decided after prequalification]</i>
GCA 1.1	The RPQ No. is <i>[The Employer to insert]</i>
GCA 1.1	The name of the Project is: <i>[The Employer to insert]</i>
GCA 3.1	<i>[With respect to Joint Ventures the Employer shall state: (i) whether all parties shall be jointly and severally liable, and (ii) whether there is any limit on the number of partners].</i>
GCA 3.2	Nationality of the Applicant: <i>[Applicant to insert]</i>
B. Contents of the Prequalification Document	
GCA 5.1	For clarification purposes , the Employer's address is: <i>[The Employer to insert]</i> Name of the Employer's Contact Person: <i>[The Employer to insert]</i>
C. Preparation of Applications	
GCA 8.1	The ruling language of the Application is: <i>[The Employer to insert]</i>
GCA 9.1 (d)	The Applicant shall submit with its application, the following additional documents: <i>[In addition to documents requested in the application forms (Section IV), the Employer shall state what other additional documentation is required]</i>
GCA 13.2	In addition to the ORIGINAL signed Application, the number of copies to be submitted with the original application is: <i>[The Employer to insert]</i>



D. Submission of Applications	
GCA 15.1	<p>For application submission purposes only, the Employer's address is:</p> <p style="text-align: center;"><i>[The Employer to insert]</i></p> <p>The deadline for application submission is:</p> <p>Date : <i>[The Employer to insert]</i></p> <p>Time: <i>[The Employer to insert]</i></p>
GCA 16.1	<p>Rejected applications received by the Employer after the deadline for submission will be:</p> <p style="text-align: center;"><i>[The Employer to confirm whether applications submitted late will be returned unopened to the Applicants or other action]</i></p>
GCA 22.1	<p>If, during the Application Evaluation process, minor deviations to the qualification criteria are found that do not appear to materially affect the capability of an Applicant to perform the contract the Employer shall advise:</p> <p>(i) <i>[whether the Applicant is deemed to be <input type="checkbox"/> UNQUALIFIED or <input type="checkbox"/> "CONITIONALLY QUALIFIED".</i></p> <p>(ii) <i>If 'conditionally' prequalified, the Employer to state whether additional information is required to be submitted by the Applicant to demonstrate it meets all criteria and, if so, when such information is to be submitted]</i></p>
GCA 22.3	<p>If multiple contract packages are proposed, the Employer to state the maximum number and types of contracts for which Applicants meet the appropriate aggregate requirements of such contracts as specified in Section III, Qualification Criteria and Requirements: <i>[The Employer to insert number and type of contract packages]</i></p>
GCA 26.2	<p>The Employer to state whether any Tender Security would be required for the subsequent Request for Tender process. <i>[The Employer to insert]</i></p>



SECTION III. QUALIFICATION CRITERIA AND REQUIREMENTS

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Contents

1. Eligibility
2. Historical Contract Non-Performance
3. Financial Situation
4. Experience
5. Staffing
6. Equipment



Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
1. Eligibility							
1.1	Registration	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Forms 2 & 3 with attachments



Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 4
2.2	Failure to Sign Contract	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Application Submission Form 1
2.3	Pending Litigation	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 4



Eligibility and Qualification Criteria			Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture		Submission Requirements
				All Parties Combined	Each Partner	
						<i>not]</i>



Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
3. Financial Situation							
3.1	Financial Performance	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 5 with attachments
3.2	Average Annual Construction Turnover	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 6
Note: Applicants who are interested in multiple lots are informed that aggregate requirements under 3.1 , 3.2, 4.2 will apply.							



Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
4. Experience							
4.1	General Construction Experience	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 7
4.2 (a)	Specific Construction Experience	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	Form 8



Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
5. Staffing							
5.1	Minimum staffing	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	



Eligibility and Qualification Criteria		Compliance Requirements					Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	Lead Partner	
6. Equipment							
6.1	Minimum equipment	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	<i>[The Employer to insert details including whether the requirement is applicable or not]</i>	



SECTION IV. APPLICATION FORMS

Table of Forms

- Form 1 Application Submission
- Form 2 Applicant Information
- Form 3 Applicant's Party Information
- Form 4 Historical Contract Non-Performance
- Form 5 Financial Situation
- Form 6 Average Annual Construction Turnover
- Form 7 General Construction Experience
- Form 8 Specific Construction Experience
- Form 9 Key Personnel
- Form 10 Equipment Available



FORM 1 APPLICATION SUBMISSION

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
DATE:	<i>[insert day, month, year]</i>

To: *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the referenced RPQ and declare that:

- (a) we, have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s)., issued in accordance with the General Conditions for Applying for Prequalification (GCA) Clause 6: *[insert the number and issuing date of each addendum]*.
- (b) we, in accordance with GCA Sub-Clause 21.1, plan to subcontract the following key activities and/or parts of the works: *[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]*
- (c) we understand that this prequalification process may relate to different (multiple) contract packages that are to be tendered in various stages. We also understand that, if confirmed by the Employer in Section II SCA 22.3, applicants may be allowed to qualify for more than one contract provided that they can prove they have the experience, the financial, equipment and personnel capacity to perform the tasks.
- (d) we understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to tender for any of the contracts subject of this prequalification, without incurring any liability to the applicants, in accordance with GCA Clause 23.

Duly authorized to sign the application for and on behalf of: Applicant's

Signed *[insert signature(s) of authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the application]*

In the Capacity of *[insert capacity of person signing the application]*

Address *[insert street number/town or city/country address]*



FORM 2 APPLICANT INFORMATION

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
DATE:	<i>[insert day, month, year]</i>

Applicant's legal name <i>[insert full legal name]</i>
In case of Joint Venture (JV), legal name of each partner: <i>[insert full legal name of each partner in JV]</i>
Applicant's Actual or Intended country of Registration: <i>[indicate country of Registration]</i>
Applicant's actual or Intended date of Registration: <i>[indicate date day, month, year of Registration]</i>
Applicant's legal address in country of Registration: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation and Documents of Registration, in accordance with GCA 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with GCA 4.1.



FORM 3 APPLICANT'S PARTY INFORMATION

[The following form shall be filled in for the Applicant's parties including partner(s) of a joint venture, subcontractors, suppliers and other parties]

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
DATE:	<i>[insert day, month, year]</i>

JV applicant legal name: <i>[insert full legal name]</i>
Applicant's Party legal name: <i>[insert full legal name of Applicant's Party]</i>
Applicant's Party country of registration: <i>[indicate country of registration]</i>
Applicant Party's date of registration: <i>[indicate day, month, year of registration]</i>
Applicant Party's legal address in country of registration: <i>[insert street/ number/ town or city/ country]</i>
Applicant Party's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation and Registration Documents of the legal entity named above, in accordance with GCA 4.2.



FORM 4 HISTORICAL CONTRACT NON-PERFORMANCE

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

RPQ No.	[insert RPQ No.]
WORKS TITLE:	[insert Works Title]
APPLICANT'S LEGAL NAME	[insert legal name]
JOINT VENTURE PARTY LEGAL NAME:	[insert JV legal name]
DATE:	[insert day, month, year]
PAGE:	[insert page number] of [insert total number] pages

Non-Performing Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur during the [specify no.] years specified in Section III, Qualification Criteria and Requirements, 2.1.			
<input type="checkbox"/> Contract(s) not performed during the [specify no.] years specified in Section III, Qualification Criteria and Requirements, 2.1			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for non performance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, 2.2.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, 2.2 as indicated below.			



Year	Outcome as Percentage of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i>	<i>[insert amount]</i>



FORM 5 FINANCIAL SITUATION

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
APPLICANT'S LEGAL NAME	<i>[insert legal name]</i>
JOINT VENTURE PARTY LEGAL NAME:	<i>[insert JV legal name]</i>
DATE:	<i>[insert day, month, year]</i>
PAGE:	<i>[insert page number] of [insert total number] pages</i>

1. Financial data

Financial information in (Vatu equivalent)	Historic information for previous <i>[Number] Years (no more than 3 years)</i>		
	Year 1 <i>[Latest audited FY]²</i>	Year 2	Year 3
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth (NW)			
Current Assets (CA)			
Current Liabilities (CL)			
Information from Income Statement			

² The financial statements must be for the latest audited or certified FYs



Total Revenue (TR)			
Profits Before Taxes (PBT)			

2. Financial documents

The Applicant and its parties shall provide copies of the balance sheets and/or financial statements for **[Number]** Years (no more than 3 years)

Pursuant to Section III, Qualifications Criteria and Requirements, 3.1, the financial statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
 - (b) be audited by a certified accountant.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
 - (e) be accompanied with a tax clearance certificate
- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the **[insert number]** years required above; and complying with the requirements



FORM 6 AVERAGE ANNUAL CONSTRUCTION TURNOVER

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
APPLICANT'S LEGAL NAME	<i>[insert legal name]</i>
JOINT VENTURE PARTY LEGAL NAME:	<i>[insert JV legal name]</i>
DATE:	<i>[insert day, month, year]</i>
PAGE:	<i>[insert page number] of [insert total number]</i> pages

Annual turnover data (construction only)		
Year	Amount and Currency	Vatu equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>	<i>[insert amount in Vatu equiv.]</i>
Year 1 –		
Year 2 –		
Year 3 –		
Average Annual Construction Turnover *		

* Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, 3.2.



FORM 7 GENERAL CONSTRUCTION EXPERIENCE

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

RPQ No.	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
APPLICANT'S LEGAL NAME	<i>[insert legal name]</i>
JOINT VENTURE PARTY LEGAL NAME:	<i>[insert JV legal name]</i>
DATE:	<i>[insert day, month, year]</i>
PAGE:	<i>[insert page number] of [insert total number] pages</i>

[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements,4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Month /	Ending Month /	Contract Identification	Role of Applicant
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in Vatu equivalent]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Contractor" or "Subcontractor" or "Contract Manager"]</i>
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the	<i>[insert "Contractor" or "Subcontractor" or "Contract</i>



		<p>Applicant: <i>[describe works performed briefly]</i></p> <p>Amount of contract: <i>[insert amount in Vatu equivalent]</i></p> <p>Name of Employer: <i>[indicate full name]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>	Manager”]
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	<p>Contract name: <i>[insert full name]</i></p> <p>Brief Description of the Works performed by the</p> <p>Applicant: <i>[describe works performed briefly]</i></p> <p>Amount of contract: <i>[insert amount in Vatu equivalent]</i></p> <p>Name of Employer: <i>[indicate full name]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>	<i>[insert "Contractor" or "Subcontractor" or "Contract Manager"]</i>



FORM 8 SPECIFIC CONSTRUCTION EXPERIENCE

[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture, and specialist sub contractors]

RPQ No.:	<i>[insert RPQ No.]</i>
WORKS TITLE:	<i>[insert Works Title]</i>
APPLICANT'S LEGAL NAME:	<i>[insert legal name]</i>
JOINT VENTURE PARTY LEGAL NAME:	<i>[insert JV legal name]</i>
DATE:	<i>[insert day, month, year]</i>
PAGE:	<i>[insert page number] of [insert total number] pages</i>

Similar Contract No.	Information		
<i>Minimum [number] contracts required over the last [number] years</i>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award date	<i>[insert day, month, year]</i>		
Completion date	<i>[insert day, month, year]</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		<i>Vatu [insert total contract amount in Vatu equivalent]</i>
If partner in a JV, or subcontractor, specify participation in total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert total contract amount in Vatu equivalent]</i>
Employer's Name:	<i>[insert full name]</i>		



Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i> <i>[insert e-mail address, if available]</i>
E-mail:	
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in Vatu in words and in Figures]</i>
2. Physical size	<i>[insert physical size of activities]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Other Characteristics	<i>[insert other characteristics as described in Section V, Scope of Works]</i>



FORM 9 KEY PERSONNEL

Position:	<i>[Indicate proposed position in the team (i.e. contract manager, material specialist, etc ...)]</i>
Name:	<i>Family name:</i> _____ <i>First name:</i> _____
Nationality:	<i>Specify country:</i> _____
Age:	<i>Date of birth [day/month/ year] and age in years.</i>
Education:	<i>Names of tertiary education completed:</i> 1. _____ 2. _____ <i>For each establishment give dates of attendance: from_____ [month, year] to_____ [month, year]</i> <i>Attach certificate or diploma</i>
Knowledge of spoken English:	<i>Indicate ability (Very Good, Good, Fair or Poor)</i>
Knowledge of written English:	<i>Indicate ability: (Very Good, Good, Fair or Poor)</i>
Years with company:	<i>Indicate starting date and number of years of service with the company.</i>
Present position:	<i>Description of current post and responsibilities.</i>
Experience:	<i>List all relevant projects or work carried out giving the following details:</i> <i>Contract/Project name</i> _____



	<p><i>Date (from-to)</i> _____</p> <p><i>Position held</i> _____</p> <p><i>Description of duties/responsibilities:</i></p> <p><i>(Repeat for each relevant project)</i></p>
	<p>I certify that all information and data in this form is accurate and correct. I further understand that supporting documentation proving data / information provided in this form may be required by the Employer during the evaluation of this application, and failure to provide such documentation, acceptable to the Employer, may result in the rejection of our application, and in disqualification from any further procurement exercises carried out by the Employer.</p>
<p>Signature of the candidate</p>	<p>_____ <i>[Signature]</i> _____</p> <p><i>Date: Insert day, month, year</i></p>



FORM 10 EQUIPMENT AVAILABILITY

A separate Form shall be prepared for each item of equipment listed in Section III Qualification Criteria or for alternative equipment proposed by the Applicant.

Item of equipment:		
Equipment information	Name of manufacturer :	Model and power rating:
	Capacity:	Year of manufacture:
Current status	Current Condition: (Good, Fair, Out of Service)	
	Current location:	
	Details of current commitments:	
Ownership status	Indicate source of the equipment (tick the box) <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> On order	

Provide the following information for equipment rented, leased or on order by the Applicant or Partner.

Owner or supplier	Name of owner / supplier	
	Contact person	
	Address of owner / supplier	
	Telephone	
	Fax	



SECTION V. SCOPE OF WORKS

1. Short description of the Works