



Prequalification Request PHL-PREQ-2016-001

Prequalification of Contractors

For the

**Construction & Rehabilitation of Bridges, Drainage
Systems, Road Concreting, Daycare Centers, Evacuation
Centers, School Buildings, Training Centers, Women
Centers, Senior Citizens Centers in Various
Municipalities/Cities/Provinces in the Philippines**

**United Nations Development Programme
UNDP Philippines Country Office**

May 2016

Date: May 23, 2016

The United Nations Development Programme in the Philippines hereby invites potential and experienced construction firms / companies to submit prequalification applications for providing construction works/services for a minimum period of one (1) year, which may be extended up to a maximum of three (3) years depending on performance, in various regions of Philippines as and when required by UNDP.

Below list provides the general description of the nature and scope of construction activities / projects that UNDP intends to undertake within the next seventeen (17) months. These are indicative activities and UNDP may reduce or increase the scope as may be determined during the project implementation phase.

1. Horizontal Construction: Rehabilitation of damaged public infrastructure by fire, earthquake, storm surges, typhoon , or any natural and / or man-made disasters, and normalize their condition in as shortest time as possible (e.g. construction of bridges, pavement, drainage systems, road concreting, etc)
2. Vertical Construction: Construction, repair / rehabilitation, installation, commissioning, putting into service and operating government buildings covering daycare centers, youth development centers, senior citizen centers, women centers, evacuation centers / shelters, schools, health centers, community training centers, etc.

Cumulative horizontal / vertical construction work has been estimated at **PHP 271mln** and grouped in line with the following table:

Type of Construction	Region	Province	Indicative Type of Work
Horizontal Construction	CARAGA	SURIGAO DEL NORTE	Construction of Drainage Systems, Road Concreting
		SURIGAO DEL SUR	Rehabilitation of Bridges
	REGION III	PAMPANGA	Construction of Drainage systems
	REGION VII	CEBU	Construction of Drainage Systems, Road Concreting
	REGION VIII	LEYTE	Road Concreting
	REGION XII	SOUTH COTABATO	Construction of Water Systems
No of Sites at Vertical	30		
Vertical Construction	CARAGA	AGUSAN DEL NORTE	Construction of Daycare Centers / Evacuation Centers
		AGUSAN DEL SUR	Rehabilitation of Centers for Senior Citizens
		PROVINCE OF DINAGAT ISLANDS	Construction / Repair of Daycare Centers, Construction of Women Centers
		SURIGAO DEL NORTE	Construction of Daycare Centers / Health stations, Repair of Roofs, Construction of Shelters
		SURIGAO DEL SUR	Construction of Daycare Centers / Women Centers / Evacuation Centers / Training Centers
	NCR	METRO MANILA	Construction of Daycare Centers

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	NIR	NEGROS ORIENTAL	Repair / Rehabilitation of Senior Citizens Centers, Construction of Daycare Centers / Women centers
	REGION II	CAGAYAN	Construction of Emergency Shelters / Evacuation Centers; Rehabilitation of Daycare Centers
		ISABELA	Construction of Daycare Centers, Repair of Senior Citizens / Daycare centers
		NUEVA VIZCAYA	Construction of Daycare Center
		QUIRINO	Construction of Daycare Centers, Repair of Senior Citizens / Daycare centers
	REGION III	AURORA	Repair of Daycare / Senior Citizens Centers
		BULACAN	Construction of Daycare Center
		NUEVA ECUJA	Construction and Renovation of Daycare Centers
		PAMPANGA	Repair & Rehabilitation of Daycare Centers, Construction of Senior Citizens / Daycare Centers
		ZAMBALES	Construction of Daycare Centers
	REGION IV A	BATANGAS	Construction of Daycare Centers
		CAVITE	Renovation of Youth Development Center
		QUEZON	Construction of Daycare Centers, Repair of Senior Citizens Centers
		RIZAL	Construction of Evacuation Center / Repair of Daycare Centers
	REGION VII	BOHOL	Construction of Daycare / Women/ Youth Development/ Massage Centers; Renovation of Senior Citizens / Wellness/ Daycare/ Youth Development / Women Centers
		CEBU	Construction of Daycare / Women / Youth Development Centers; Repair of Daycare / Women / Youth Development Centers
		SIQUIJOR	Construction of Daycare Centers
	REGION VIII	EASTERN SAMAR	Construction of Daycare / Youth Development Centers
		LEYTE	Construction of Daycare Centers; Repair of Daycare / Senior Citizens / Women Centers
		NORTHERN SAMAR	Rehabilitation of Senior Citizens Centers
		SAMAR	Construction of Daycare Centers ; Rehabilitation of Senior Citizens Center
	REGION XI	DAVAO DEL SUR	Construction of Daycare Centers
		DAVAO ORIENTAL	Construction of Daycare Centers
	REGION XII	NORTH COTABATO	Construction of Daycare / Crisis Intervention Centers
		SARANGANI	Construction of Daycare Centers / School Buildings; Repair of Senior Citizens Centers
		SOUTH COTABATO	Construction of Women / Daycare / Evacuation / Training Centers; Repair of Senior Citizens Center
		SULTAN KUDARAT	Construction of Daycare Centers; Repair of School facilities / Daycare / Senior Citizens Centers
No of Sites at Vertical	136		



Upon completion of evaluation of prequalification, UNDP intends to establish a list of prequalified contractors who will be invited to participate in tendering for the specific construction of works which will include at least the following scope:

1. Submission of performance security in the form of bank guarantee as a condition for the effectivity of the construction contracts awarded after the tendering;
2. Acquisition of permits and related documents;
3. Supply of all skilled and unskilled labor,
4. Provision of all equipment and supply of materials required on the site,
5. Completion of the scope of works defined during the tendering; and
6. Minimum defects liability period of one (1) year from the date of issuance of certificate of works completion to be provided in the form of a bank guarantee at 10% of the contract value.

The works will commence anytime within the year 2016 and completed within the next 17 months.

Prequalification Application Process

1. Interested companies, partnerships, sole proprietors and/or associations/joint ventures must fill in the UNDP Prequalification Application herein provided and submit relevant documentation/information demonstrating that they are eligible and qualified to perform construction services/works as and when required by UNDP.
2. Interested companies must demonstrate sufficient track record and specialization in performing the above described works, preferably on public structures, and with experience in working with Local Government Units in the Philippines.
3. Only firms deemed to be qualified following this Pre-Qualification exercise will be invited to participate in the upcoming tender (Request for Quotation or Invitation to Bid) for civil works.
4. Completed applications meeting all the requirements should be submitted **via e-mail or in a sealed envelope by courier including USB with electronic version of all application files before June 10, 2016 Close of Business** to the following address:

United Nations Development Programme
30th Floor, Yuchengco Tower, RCBC Plaza
6819 Ayala Avenue corner Sen. Gil Puyat Avenue
Makati City 1226
Tel: No. 632 901 0270 / 901 0272
Fax No. 632 901 0200 / 889 7177
Email address : procurement.ph@undp.org / registry.ph@undp.org

Applications received after the above deadline will not be considered. Documents sent by facsimile will not be accepted.

Please ensure to mention reference number on the envelope of submission, or on the subject of the email transmission the following reference: **[PHL-PREQ-2016-001– Prequalification of Contractors for Civil Works]**.



5. The prequalification documents shall be signed by a person duly authorized to sign on behalf of the applying entity. The original prequalification documents shall be marked 'Original' and shall be delivered with one duplicate copy marked 'Duplicate', if submitted in hard copies.
6. The entire prequalification documents, if submitted electronically, shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format only. Kindly note that email size should not exceed 4.9 MB, including attachments. Applicants may divide their submissions into multiple emails as needed, listing clearly in the first email and in the subject line how many subsequent emails are submitted.
7. At any time prior to the deadline for submission of Prequalification Document, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Prequalification requirements through provision of amendments or supplementary information.
8. To give prospective applicants reasonable time to take an addendum into account in preparing their applications, UNDP may, at its discretion, extend the deadline for the submission of applications.
9. Any request for clarification about the contents of the Prequalification document shall be sent in writing by e-mail to UNDP Philippines Procurement Unit at the e-mail addresses indicated below no later than **June 3, 2016 Close of Business**. No inquiry by phone calls or personal visit will be entertained.

Procurement.ph@undp.org / registry.ph@undp.org

The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of prequalification exercise. Answers to questions / inquiries will be posted on UNDP web site, and other web pages, on which this prequalification is posted.

10. Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Bid Data Sheet. Applications with incomplete submissions shall be disregarded.
11. Applicants accredited by the Philippine Contractors Accreditation Board (PCAB) will be given appropriate consideration.

Sincerely,


Ethelind Capuno

Procurement Team Leader

INSTRUCTIONS TO APPLICANTS

In addition to the essential guidance / instruction (provided through the cover letters) vis-à-vis application for the prequalification, the following are also to be considered during the submission:

1. Scope of Application: UNDP Philippines issues this prequalification to applicants interested in bidding for Construction activities for a minimum period of twelve (12) months, which may be extended to a maximum period of three (3) years.

2. Eligible Applicants:

2.1. An Applicant can be a Joint Venture or legally established firm / company / corporation / partnership / sole proprietorship. Individuals are not eligible to apply in their individual capacities.

2.2. Only Applicants who are registered / have valid license from Philippine Contractors Accreditation Board (PCAB) authorizing them to engage in contracting activities are eligible to apply for prequalification.

2.3. Applicants should have undertaken / completed at least 2-3 construction projects in the last 5 years (Copies of duly verified project work orders need to be provided)

2.4. Applicants should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods / civil works to be purchased under this Expressions of Interest for Pre-Qualification.

2.5. Applications for prequalification submitted by companies must meet the following requirements:

- The application shall clearly identify who is the contractor and include the registration documents of the legal entity (SEC, DTI, Local Government permits, etc);
- The application must include a description of the proposed participation and responsibility of the contracts and its subcontractors, if any.
- The contractors shall not subcontract the whole scope of the works. The subcontracted amount shall not exceed 40% of the scope of the works or of the contract price.

3. Contents of Submission: The prequalification document consists of the annexes indicated below, and should be read in conjunction with any Addendum that may be issued by the UNDP

- Annex 1 - Application Submission Form
- Annex 2 - Check list as part of Application
- Annex 3 - Joint Venture Summary
- Annex 4 - General Information

- Annex 5 - General Experience Record
- Annex 6 - Details of Contracts of Similar Nature and Complexity
- Annex 7 - Current Contract Commitments/Works in Progress
- Annex 8 - Personnel Capabilities
- Annex 9 - Summary of Personnel
- Annex 10 - Equipment Capabilities
- Annex 11 - Financial Capability
- Annex 12 - Litigation History

4. Preparation of Applications

4.1. Cost of Applications: The Applicant shall bear all costs associated with the preparation and submission of its application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

4.2. Language of Application: The application prepared by the Applicant and all correspondence and documents relating to the application shall be in the **English** language.

5. Submission of Applications

5.1. Completed applications shall be made using the attached forms as per the requirements stated in the Bid Data Sheet (BDS).

5.2. Applicants are advised to fill in the requested details strictly in accordance with the prescribed forms. Applicant may furnish, along with the application, any additional information which in their opinion will demonstrate their capability to perform. If the space allocated for the different questions is not sufficient, supplementary pages may be inserted and additional copies of the prescribed forms may be prepared and submitted. All additional information, supplementary pages and additional copies shall be identified and listed; they shall be bound in and fully referenced on the forms, if they constitute an essential part of the submission.

5.3. In the forms relating to works / contracts of similar nature / complexity, applicants shall submit information on works carried out during the past 5 years. In the forms relating to resources, applicants shall submit the number and details of technically qualified specialists they would expect to mobilize to complete the construction/rehabilitation works within the indicated period.

5.4. Applicants shall also give details of the subcontractors that they may engage for any specialist work, and/or all other subcontractors. Details of proposed subcontractors for any specialist activities shall be submitted with the prequalification submission.

5.5. Data and documents submitted shall be true in all respects. UNDP will carry out the verification of accuracy, correctness and authenticity of the information provided by the bidder on the documents submitted;

- Inquiry and reference checking with Government entities with jurisdiction on the applicant, or any other entity that may have done business with the bidder;
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- Physical inspection of the bidder's office, branches, sites of construction work or other places where business transpires, with or without notice to the applicant to verify the information provided by the bidder;

If, on verification, it is found that such data or documents are not true or the applicant has attempted to conceal any unfavorable data, his application for prequalification will be rejected.

- 5.6. UNDP reserves the right to secure / request independent Financial Rating / statements such as D&B/CIBI rating as needed / required from the prequalified construction firms / companies.
- 5.7. UNDP 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. The decision of the UNDP to accept or reject any application for prequalification will be final.
- 5.8. During the period applications are under consideration, the applicants and their representatives, or other interested parties, should refrain from contacting any UNDP personnel or representative by any means on matters related to the application under study. UNDP, if necessary, will obtain clarification of applications by requesting such information in writing from any or all the applicants.
- 5.9. All provided information in the prequalification documents will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations. Information relating to the evaluation of the procurement documents, and recommendation for qualification, 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.

6. Procedures for Evaluation of Applications

6.1. Clarification of Applications

- (a) To assist in the evaluation of applications, UNDP may, at its discretion, request in writing any applicant for a clarification of its application which shall be submitted within a stated reasonable period of time.
- (b) If an Applicant does not provide clarifications of the information requested by the date and time set in UNDP's request for clarification, its application may be rejected.

6.2. Evaluation of Applications

- (a) UNDP shall use the factors, methods, criteria, and requirements defined in the Bid Data Sheet, Application Forms (from Annex 1 to Annex 13) to evaluate the qualifications of the Applicants.
- (b) Prequalification will be based on the Applicant's General Experience, Personnel Capabilities, Equipment Capabilities and Financial Position as demonstrated by the Applicant's response in the forms attached to this letter. UNDP reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract. Sub-contractor's experience and resources shall not be taken into account in determining the Applicant's compliance with the qualifying criteria. However, Joint Venture experience & resources shall be considered. Consortium or Association of firms will be considered for similar treatment as in case of Joint Venture.

7. Evaluation Criteria

Overall marks in each category

No	Category	Weightage / Marks
1	General Experience	35
2	Personnel Capabilities	20
3	Equipment Capabilities	15
4	Financial Position	30
	TOTAL:	100

Note: The Applicant must secure at least 70% score in each category to be qualified for future tender opportunities.

7.1. General Experience

Previous experience of the applicant must be proven by copy of provisional acceptance or final acceptance certificates issued by their clients. The Applicant shall give reference letters from past clients (Employers) for the works of similar nature and complexity completed over the latest 5 years and the names and addresses, e-mail addresses of contact person of major clients. UNDP may contact these clients for reference purposes. For the similar past experience of the applicant completed in a Joint Venture or a consortium, the proportion of the partnership share of the applicant in the JV, or the executed part of the consortium, shall be considered.

Credit Marks for experience shall be awarded on the basis of following qualifications:

No	Description	Maximum Points
1	Profile of the construction firm, which should not exceed fifteen (15) pages with details on projects of similar nature and complexity completed over the last 5 years	17
2	Projects of similar nature and complexity (provide proof of certification of completion of some of the key projects)	13
3	Status of enlistment with Government Organizations / UN or other international agencies. Please provide a copy of license issued by Philippine Contractor Accreditation Board (PCAB)	5
	Sub-total	35

7.2. Personnel capabilities

The Applicant must demonstrate that the proposed core staff (including its subcontractors', if any), includes the following staff:

- Project Manager : Experience as project manager from at least 2 construction projects with minimum fifteen (15) years' work experience.
- Construction Site Manager: Experience as construction site manager from at least 2 construction projects with minimum ten (10) years' work experience.
- Team Leader: Experience team leader from at least 2 construction projects with minimum ten (10) years' work experience.
- Civil Engineer: Experience as civil works supervisor from at least 2 construction projects with minimum five (5) years' work experience.
- Mechanical Engineer: Experience as Mechanical Engineer from at least 2 construction projects with minimum five (5) years work experience.
- Electrical Engineer: Experience as Electrical Engineer from at least 2 construction projects with minimum ten (10) years' work experience
- Quantity Surveyor: Experience as Quantity Surveyor from at least 2 construction projects with minimum (5) years work experience.

Credit Marks for experience shall be awarded on the basis of following qualifications:

No	Description	Maximum Points
1	Graduate Engineers Registered with PCAB	
	a) Number of Engineers with CVs	8
	b) Experience of Engineers in number of years (minimum 5 years)	4
2	Number of Diploma Engineers in Employment of the Company	
	a) Number of Engineers with CVs	5
	b) Experience of Engineers in number of Years (minimum 5 years).	3
	Sub-total	20

7.3. Equipment Capabilities

The applicant and/or his subcontractors must demonstrate by list of owned equipment, or due written agreement for this project that it will have access to the key equipment listed below. Detailed specifications, brand, age and capacities of the equipment shall be indicated.

Credit Marks shall be awarded on the basis of following criteria:

No	Equipment Type and Characteristics	Maximum Points
1	Concrete Mixer x 2 units	2
2	Dump Truck x 2 units	2
3	Water Truck x 2 units	2
4	Road Roller x 2 units	2
6	Wheel Loaders at least 200 hp x 2 units	2
7	Excavators at least 200 hp x 2 units	1
8	Crane fitted in truck with telescopic boom not less than 40 m and capacity not less than 100 tons x 2 units	1
9	Tipper trucks with capacity not less 30 tons x 2 units	1
10	Forklift with capacity not less than 4 tons x 2 units	2
	Sub-total	15

7.4. Financial Position

- **Financial Resources:** The Applicant shall demonstrate, by a bank statement from his bank, that he has available or has access to liquid assets, lines of credit, or other financial means sufficient to meet the construction and supply cash flow for the contract of not less than PHP 5,000,000.00 or equivalent as of the last financial reporting year (i.e. 2015).
- **Historical Financial performance:** The Applicant shall submit audited financial statements for the last three (3) years (Consolidated Balance Sheet, Income Statement, and Cash Flow statements) to demonstrate the historical soundness of the applicants' operations, financial position and its prospective long term profitability.

Credit Marks for experience shall be awarded on the basis of following qualifications:

No	Description	Maximum Points
1	Available Bank Credit Line (evidenced by a statement from the bank)	6
2	Net Working Capital in last 3 years (3 years audit reports). Quick ratio should be 1 or more. 3 points for each year	9
3	Income Tax Return	6
4	Litigation History, whether decision went against or in favor of the Firm.	4
5	Valid license for other related items of Work from PCAB (Philippine Contractors Accreditation Board)	5
	Sub-total	30

7.5. Litigation history:

The applicant, including all subcontractors if any, shall provide accurate information demonstrating by statement that it did not suffer litigation or arbitration resulting from contracts completed, terminated, or under execution by him over the last five (5) years.

In case of false statement, UNDP reserves the right to eliminate the bidder at any stage of the procedure.

8. Use of Prequalified Construction Companies

8.1. Upon completion of evaluation of prequalification, UNDP intends to establish a list of prequalified contractors who will be regularly invited to participate in tendering for the construction of works. UNDP expects that such prequalified contractors will consistently submit offers and confirm interests in upcoming UNDP tendering for construction works.

8.2. Applicants will be required to provide a **Performance Security/ Bid Security / Bank Guarantee** acceptable to the UNDP in the form and an amount to be specified in the Bidding Documents.



BID DATA SHEET (BDS)

Minimum Qualifying Criteria for all Applicants	Documentary Requirement
<input checked="" type="checkbox"/> Registered with Philippines Contractor Accreditation Board (PCAB)	<input checked="" type="checkbox"/> Copy of valid and current license with Philippines Contractor Accreditation Board (PCAB)
<input checked="" type="checkbox"/> With 5 years of relevant experience in the civil works.	<input checked="" type="checkbox"/> List of Previous Contracts for the past 5 years or more, indicating contract title, contract value, client name, project start, project completion, location of the works, project owner, and reference
<input checked="" type="checkbox"/> Employing the following key personnel 1. One (1) Team Leader / Project Manager 2. Two (2) Civil Engineers 3. One (1) Quantity Surveyor	<input checked="" type="checkbox"/> Curriculum Vitae of all personnel listed on the left
<input checked="" type="checkbox"/> Owns sufficient Equipment for immediate deployment to construction sites 1. Two (2) Concrete Mixer 2. Two (2) Dump Truck 3. Two (2) Water Tank 4. Two (2) Road Roller	<input checked="" type="checkbox"/> Inventory list and description of the equipment listed on the left, among others, indicating the date of acquisition, brand/make, specifications, current location, image, etc.
<input checked="" type="checkbox"/> Current ratio of not less than 1.0	<input checked="" type="checkbox"/> Audited Financial Statement and Auditor's Report for the past 3 years
<input checked="" type="checkbox"/> Satisfactory performance certificates from three clients;	<input checked="" type="checkbox"/> Statement of Satisfactory performance certificates from three clients, preferably those that are of highest value;
<input checked="" type="checkbox"/> None or acceptable litigation history	<input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the applicant is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.



Annex 1 - Application Submission Form (to be printed on company letterhead, signed, dated and stamped)

Date: [insert day, month, year]

To: Procurement Team

United Nations Development Programme

30th Floor, Yushengco Tower, RCBC Plaza

6918 Ayala Avenue corner Sen. Gil Puyat Avenue, Makati City

Tel: No. 632 901 0270 / 901 0272

Fax No. 632 901 0200 / 889 7177

Procurement.ph@undp.org / registry.ph@undp.org

PHL-PREQ-2016-001 - Prequalification of Contractors for Civil Works

Dear Sirs,

We, the undersigned, apply to be prequalified for the referenced PHL-PREQ-2016-001 and declare that:

(a) We have examined and have no reservations to the Prequalification Application, including any Addendum (or Addenda to same effect), issued by the procuring UNDP entity in accordance with Instructions to Applicants (pages 6-13).

(b) 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 bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

(c) We understand that a prospective contractor will not be considered by UNDP Philippines unless the applicant possesses reputation, ability, experience, qualified and experienced personnel, availability of equipment and working capital, which meet a predetermined set of minimum criteria sufficient in the judgment of UNDP Philippines to render it probable that the contractor can satisfactorily execute the contract, should it be awarded, and meet his obligations incurred therein.

(d) We understand and agree that further information may be required, and agree to furnish any such information on request.

(e) We authorize the UNDP Philippines or its representatives to make any enquiries to confirm the correctness of the statements and documents submitted with this application and to obtain clarification and information on the technical and financial aspects of the application.



Empowered lives.
Resilient nations.

Annex 1 - Application Submission Form *(to be printed on company letterhead, signed, dated and stamped)*

(f) We are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design specifications, and other documents to be used for the construction services to be procured.

(g) All the information and statements made in this submission form are true and we accept that any misrepresentation contained in it may lead to our disqualification;

(h) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

(i) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and we do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

(j) The following information shall be used by UNDP to notify us:

Name:
Title:
Address:
Tel:
Fax:
E-mail:

Best regards,

Signed *[insert signature(s) of an 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]*

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

Applicant's Name *[insert full name of Applicant]*

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

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

ANNEX 2 – CHECK LIST

INSERT CHECK LIST AS PART OF APPLICATION FOR BELOW MIN REQUIREMENT:

- ☐ Registration with Philippines Contractor Accreditation Board (PCAB)
- ☐ Minimum 5 years of relevant experience in the civil works. Details of similar works executed by the company during the past five (5) years and details works in hand indicating contract title, contract value, client name, project owner, project start / completion dates, location of the works etc.
- ☐ Minimum Requirements of Key Personnel :
 - 1) One (1) Team Leader / Project Manager
 - 2) Two (2) Civil Engineers
 - 3) One (1) Quantity Surveyor
- ☐ Minimum Equipment Required :
 - 1) Two (2) Concrete Mixer
 - 2) Two (2) Dump Truck
 - 3) Two (2) Water Tank
 - 4) Two (2) Road Roller
- ☐ Current ratio of Not less than 1.0 (Will be obtained from the Audit Reports) :
- ☐ Copy of the latest Audited Financial Statements, including Auditor's Report (for 2012-2013, 2013-2014, 2014-2015)
- ☐ Satisfactory performance certificates from three (3) clients :
- ☐ All information regarding any pass and current litigation during the last FIVE (5) years , in which the bidder is involved , indication the parties concerned , the subject of litigation , the Amounted involve and the final resolution if already concluded.

ANNEX 3 – JOINT VENTURE SUMMARY

We have entered into a private joint venture in order to submit joint application for the Pre-qualification by **United Nations Development Programme (UNDP) Philippines**. If we are prequalified and awarded the contract in the future, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be *[Indicate name of the lead partner]*..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract.

No	Name of the Partner in the JV	Percentage Share ¹
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

Total value of annual construction turnover, in terms of work billed to clients.

Annual Turnover Data (Construction only; Equivalent in PHP Millions)						
Partner	Form A-3	Year 1	Year 2	Year 3	Year 4	Year 5
1. Lead Partner						
2. Partner						
3. Partner						
Total:						

¹Lead partner's share cannot be less than 50%
Share of the remaining partner(s) shall not be less than 20%



ANNEX 4 – GENERAL INFORMATION

All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PCAB Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named subcontractors for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact person: Name: Title:
4.	Fax/telex:	E-mail:
5.	Place of Incorporation / Registration	Year of Incorporation / Registration

NATIONALITY OF OWNERS		
	NAME	NATIONALITY
1.		
2.		
3.		
4.		

ANNEX 5 – GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

All individual firms and all partners of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed over the past five (5) years.

The experience of the bidder must be provide by copy of provisional acceptance original acceptance certificates or originals of them

Use a separate sheet for each partner of a joint venture.

Annual Turnover (Construction only)		
Year	Turnover (in actual USD)	Equivalent in PHP in Millions
1.		
2.		
3.		
4.		
5.		



ANNEX 6- DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

To prequalify, the Applicant shall be required to pass the specified Minimum Qualifying Criteria applicable to this form, as set out in the: "Instructions to Applicants".

On a separate page, using the format of Annex 6, each applicant or partner of a Joint Venture is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years (User/Employer to provide the contract amount). The information must be proved by copy of provisional acceptance or final acceptance certificates or originals of them.

Where the Applicant proposes to use named subcontractor(s) for critical components of the works, or for work contents in excess of 10 percent of the value of the whole works, the information in the aforementioned forms should also be supplied for each specialist subcontractor.

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

ANNEX 6- DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

1.	Name of Contract
	Country
2.	Name of Client
3.	Client Address
4.	Detailed Description of Project as well as Type of Services Provided
5.	Contract Role (Tick One) (a) Sole Contractor (b) Sub-Contractor (c) Partner in a Joint Venture
6.	Proportion carried out by applicant (%)
7.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency.....Currency.....Currency.....
8.	Equivalent in PHP
9.	Date of Award
10.	Date of Completion
11.	Specified Requirements ³
12.	References/Contact Details (Name, Phone, E-mail)

³ Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, or placing concrete etc.



ANNEX 7 - SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORKS IN PROGRESS

Name of Applicant or partner of a joint venture

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of Intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

Name of Contract	Value of Outstanding Work (Equivalent PHP Millions)	Estimated Completion Date
1.		
2.		
3.		
4.		
5.		
6.		



ANNEX 8 - PERSONNEL CAPABILITIES

Name of Applicant or partner of a joint venture

For specific positions essential to contract implementation, Applicants should provide the names of at least three key personnel qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each personnel (Annex 9).

1	Title of Position
	Name of Prime Personnel
	Name of Alternate Personnel
2	Title of Position
	Name of Prime Personnel
	Name of Alternate Personnel
3	Title of Position
	Name of Prime Personnel
	Name of Alternate Personnel
4	Title of Position
	Name of Prime Personnel
	Name of Alternate Personnel



ANNEX 9 – SUMMARY OF PERSONNEL

Name of Applicant

Position		Personnel [Tick appropriate one]PrimeAlternate	
Personnel Information	1.Name of Personnel	2.Date of Birth	
	3.Professional Qualification / Education	5. Language Skills:	
Present employment	4.Name of employer		
	Address of employer		
	Telephone	Contact (manager / personnel officer)	
	Fax / Telex	E-mail	
	Job title of candidate	Years with present employer	

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

Month / Dates / Years		Company / Project / Position / Relevant technical and management experience
From	To	

ANNEX 10 – EQUIPMENT CAPABILITIES

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. Describe the condition and age of equipment which is already owned by the Applicant and indicate its present value :

#	NAME OF THE EQUIPMENT (type / make / model)	Origin (country)	Power / capacity	# of units	Age (years)	Current Status / Location / Details of current commitments	Owned (O) or Rented (R) or Leased (L) / and percentage of ownership	Present approximate value in national currency
1							/	
2							/	
3							/	
4							/	
5							/	
6							/	

Omit the following information if it is owned by the Applicant or partner.

	NAME OF THE EQUIPMENT (type / make / model)	Name of owner / contact details (Tel / E-mail)	Contact persons' Name & Title	Agreement	Details of rental / lease specific to the Project
1					
2					
3					
4					
5					

ANNEX 11 – FINANCIAL CAPABILITY

Name of Applicant

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information.

Banker	Name of Banker	
	Address of Banker	
	Telephone	Contact name and title
	Fax / Telex	E-mail

A copy of the Bank Statement to demonstrate that the Bidder has available or has access to liquid assets, lines of credit or other financial means sufficient to meet the construction and supply cash flow for the contract of not less than PHP 5mln or equivalent as of the last financial reporting year (i.e. 2015).

Specific proposed sources of financing to meet the cash flow of the Project, net of current commitments.

Source of financing	Amount (PHP or equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years (for individual applicant or each partner of joint venture) to demonstrate the current soundness of the applicant's financial position and its prospective long term profitability (balance sheets, profit / loss, capital employed, assets / liabilities). Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.

ANNEX 12 – LITIGATION HISTORY

Name of Applicant or Partner of a Joint Venture

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value PHP or equivalent)	Blacklist status (if any)

