

Master Procurement Documents

Prequalification Documents for Procurement of Works and User's Guide

These Master Procurement Documents “Prequalification Documents for Procurement of Works and User’s Guide” have been prepared through the joint efforts of the Multilateral Development Banks and International Financial Institutions, namely: African Development Bank (AfDB) Asian Development Bank (ADB); Black Sea Trade and Development Bank (BSTDB). Caribbean Development Bank (CDB); Commission of the European Communities (CEC); European Bank for Reconstruction and Development (EBRD); European Investment Bank (EIB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); Nordic Development Fund (NDF); North American Development Bank (NADB); and the United Nations Development Programme (UNDP).

These Master documents are intended to be used as a model by these organizations for issuing new and better harmonized Standard Procurement Documents for each individual institution. These documents reflect what are considered the majority view , and are intended to be followed insofar as possible while allowing for institutional and policy considerations. Text shown in *Italics* corresponds to institution specific clauses that an MDB will replace with provisions consistent with its respective policy.

May 2003

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STANDARD PROCUREMENT DOCUMENTS

Prequalification Documents for Procurement of Works and User's Guide

[Name of Bank]

May 2003

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Foreword

These Standard Procurement Documents “Prequalification Documents for Procurement of Works and User’s Guide” have been prepared by [name of Bank] and are based on the Master Procurement Documents “Prequalification Documents for Procurement of Works and User’s Guide” prepared by the Multilateral Development Banks and International Financing Institutions. These documents reflect the majority view of these institutions and are to be used when a prequalification process takes place prior to the bidding process for procurement of works through *International Competitive Bidding* in projects that are financed in whole or in part by [name of Bank].

These documents are organized into two (2) main components:

- The Prequalification Documents for Procurement of Works; and
- A User’s Guide for the Prequalification Documents for Procurement of Works.

Those wishing to submit comments or questions on these documents or to obtain additional information on procurement under [name of Bank] financed projects are encouraged to contact:

[insert corresponding information]

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Summary Description

These Standard Procurement Documents (SPD) consist of the Prequalification Procedures for Procurement of Works” and its “User’s Guide”. A brief description of these documents is given below. The text shown in italics corresponds to institution-specific clauses that each Multilateral Development Bank and International Financing Institution will replace with provisions consistent with its respective policy.

Prequalification Documents for Procurement of Works

PART 1 – APPLICATION PROCEDURES

Section I. Instructions to Applicants (ITA)

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFP). Information is also provided on opening and evaluation of AFPs. **Section I contains provisions that are to be used without modification.**

Section II. Application Data Sheet (ADS)

This Section consists of provisions that are specific to each prequalification and supplement the information or requirements included in Section I, Instructions to Applicants.

Section III. Evaluation Criteria

This Section contains the evaluation factors, methods and criteria to be used to determine how Applicants shall be prequalified and later invited to bid.

Section IV. Application Forms

This Section contains the forms for the Application Submission Sheet and all the forms required to be submitted with the Application.

Section V. Eligible Countries

This Section contains information regarding eligible countries.

PART 2. WORKS REQUIREMENTS

Section VI. Scope of Works

This Section includes a summary description, delivery and completion schedule, technical specifications and drawings of the Works subject of this prequalification.

User's Guide for the Prequalification Documents for Procurement of Works

The User's Guide to the Prequalification Documents for Procurement of Works contains detailed explanations and recommendations to *Employers* on how to prepare specific Prequalification Documents for Procurement of Works and evaluate applications. The User's Guide is not a part of the Prequalification Documents.

PROCUREMENT DOCUMENTS

**Prequalification Documents for
Procurement of**

Issued on: _____

Invitation for Prequalification No.: _____

ICB No.: _____

Employer: _____

Country: _____

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Preface

These Prequalification Documents for Procurement of Works (PQW) have been prepared by _____ and are based on the Standard Procurement Documents “Prequalification Documents for Procurement of Works” issued by _____, dated _____.

These PQW reflect the structure and the provisions of the Master Procurement Documents “Prequalification Documents for Procurement of Works” issued by the Multilateral Development Banks and International Financial Institutions, except where specific considerations of the procurement policies of _____ have required a change.

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Prequalification Documents for Procurement of Works

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PART 1 – Prequalification Procedures

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Section I. Instructions to Applicants

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Section I. Instructions to Applicants

A. General

- 1. Scope of Application.**
 - 1.1 In connection with the Invitation for Prequalification indicated in Section II, Application Data Sheet (ADS), the *Employer*, as *defined* in the ADS, issues these Prequalification Documents (PD) to applicants interested in bidding for the works described in Section VI, Scope of Works. The number of contracts and the name and identification of each contract, and the International Competitive Bidding (*ICB*) number corresponding to this prequalification, are provided in the ADS.

- 2. Source of Funds**
 - 2.1 The Borrower or Recipient (hereinafter called “Borrower”) indicated in the ADS has applied for or received financing (hereinafter called “funds”) from the _____ (hereinafter called “the Bank”) towards the cost of the project named in the ADS. The Borrower intends to apply a portion of the funds to eligible payments under the Contract resulting from the bidding for which this prequalification is conducted.

 - 2.2 Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the financing agreement between the Borrower and the Bank (*hereinafter called the Loan Agreement*), and will be subject in all respects to the terms and conditions of that *Loan Agreement*. No party other than the Borrower shall derive any rights from the *Loan Agreement* or have any claim to the funds.

- 3. Corrupt Practices**
 - 3.1 *The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Applicants, Bidders, Suppliers, Contractors, and Consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:*
 - (a) *Defines, for the purposes of this provision, the terms set forth below as follows:*
 - (i) *“corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and*
 - (ii) *“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the*

execution of a contract to the detriment of the Borrower, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition;

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and*
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.*

4. Eligible Applicants

- 4.1 An Applicant shall be a private, *public* or government owned legal entity, subject to ITA Sub-Clause 4.6, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture, *Consortium or Association* (JVCA). In the case of a JVCA, unless otherwise specified in the ADS, all partners shall be jointly and severally liable.
- 4.2 *An Applicant and all partners constituting the Applicant, shall have the nationality of an eligible country, in accordance with Section V, Eligible Countries. An Applicant shall be deemed to have the nationality of a country if the Applicant is a national of that country, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.*
- 4.3 *This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including related services.*
- 4.4 Applicants shall not have a conflict of interest. *All Applicants found to have a conflict of interest with one or more parties in this prequalification process shall be disqualified. Applicants shall be considered to have a conflict of interest, if they:*
 - (a) have controlling shareholders in common; or*
 - (b) receive or have received any direct or indirect subsidy from any of them; or*

- (c) *have the same legal representative for purposes of this application; or*
- (d) *have a relationship with each other, directly or through common third parties, that will put them in a position to have access to information about or influence the application of another Applicant in the subsequent bidding process, or influence the decisions of the Employer regarding this prequalification process; or*
- (e) *submit more than one application in this prequalification process. However, this does not limit the eventual participation as subcontractor in more than one application, or as Applicants and subcontractors simultaneously; or*
- (f) *Participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of this prequalification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this prequalification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.*

4.5 A firm that is under a declaration of ineligibility by the Bank in accordance with ITA Clause 3, at the date of submission of the application or thereafter, shall not be considered.

4.6 Government-owned *entities in the Employer's Country* shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law. *Also, they shall not be dependent agencies of the Employer.*

4.7 Applicants shall provide such evidence of their continued eligibility satisfactory to the *Employer*, as the *Employer* shall reasonably request.

4.8 *Firms from an eligible country are to be excluded if:*

- a) as a matter of law or official regulations the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works required; and*

b) *by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of goods or contracting of works or services from that country, or any payments to persons or entities in that country.*

5. Eligible Goods and Related Services

5.1 *All goods and related services to be supplied under the Contract to be financed by the Bank shall have as their country of origin an eligible country of the Bank (see Section V, Eligible Countries).*

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1 The documents for the prequalification of Applicants (hereinafter "prequalification documents") consist of parts 1 and 2 which comprise all the sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITA Clause 8.

PART 1 Prequalification Procedures

- Section I. Instructions to Applicants (ITA)
- Section II. Application Data Sheet (ADS)
- Section III. Evaluation criteria
- Section IV. Application Forms
- Section V. *Eligible Countries*

PART 2 Works Requirements

- Section VI. Scope of Works

6.2 The "Invitation for Prequalification" issued by the *Employer* is not part of the prequalification documents.

6.3 The *Employer* accepts no responsibility for the completeness of the prequalification documents and their addenda unless they were obtained directly from the *Employer*.

6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish all information or documentation required by the Prequalification Documents.

7. Clarification of Prequalification Documents

7.1 A prospective Applicant requiring any clarification of the Prequalification Documents shall contact the Employer in writing at the Employer's address indicated in the ADS. The Employer will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) 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 documents 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 documents as a result of a request for clarification, it shall do so following the procedure under ITA Clause 8 and in accordance with the provisions of Sub-Clause 17.2.

8. Amendment of Prequalification Documents

8.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Documents by issuing addenda.

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

8.3 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**9. Cost of Applications**

9.1 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.

10. Language of Application

10.1 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 ADS. 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 language specified in the ADS, in which case, for purposes of interpretation of the application, the translation shall govern.

**11. Documents
Comprising the
Application**

11.1 The application shall comprise the following:

- (a) Application Submission Sheet, in accordance with ITA Clause 12;
- (b) *written confirmation authorizing the signatory of the application to commit the Applicant, in accordance with ITA Sub-Clause 15.3;*
- (c) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA Clause 13;
- (d) documentary evidence establishing the Applicant's qualifications, in accordance with ITA Clause 14; and
- (e) any other document required as specified in the ADS.

**12. Application
Submission Sheet**

12.1 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.

**13. Documents
Establishing the
Eligibility of the
Applicant**

13.1 To establish its eligibility in accordance with ITA Clause 4, the Applicant shall complete the eligibility declarations in the Application Submission Sheet and Forms ELI 1.1 and 1.2, included in Section IV, Application Forms.

**14. Documents
Establishing the
Qualifications of
the Applicant**

14.1 To establish its qualifications to perform the contract in accordance with Section III, Evaluation Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.

**15. Signing of the
Application and
Number of
Copies**

15.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA Clause 11 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.

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

15.3 *An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the firm or JVCA it represents, during the prequalification and*

bidding periods and during contract execution. The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant shall be as specified in the ADS. In case of a JVCA the authorization shall be signed by an authorized representative of the parties comprising the Applicant, and shall include the name and position held by the person signing the authorization. The authorizations shall be attached to the application.

D. Submission of Applications

16. Sealing and Marking of Applications

16.1 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 ITA 17.1;
- (c) bear the specific identification of this prequalification process indicated in the ADS 1.1; and
- (d) *bear a warning not to open before the time and date for application opening, in accordance with ITA Sub-Clause 19.1.*

16.2 If the envelope is not sealed and marked as required, the *Employer* will assume no responsibility for the misplacement *or premature opening* of the application.

17. Deadline for Submission of Applications

17.1 Applications shall be received by the *Employer* at the address and no later than the deadline indicated in the ADS.

17.2 The *Employer* may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Documents in accordance with ITA Clause 8, 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.

18. Late Applications

18.1 *The Employer reserves the right to accept or reject late applications .*

19. Opening of Applications

19.1 *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

- 20. Confidentiality**
- 20.1 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.*
- 20.2 *Any attempt by an Applicant to influence the Employer in the evaluation of Applicants or prequalification decisions may result in the rejection of its application.*
- 20.3 *Notwithstanding ITA Sub-Clause 20.2, from the deadline for submission of applications to the time of notification of the results of the prequalification in accordance with ITA Clause 28, if any Applicant wishes to contact the Employer on any matter related to the prequalification process, it may do so in writing.*
- 21. Clarification of Applications**
- 21.1 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.
- 21.2 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.
- 22. Responsiveness of Applications**
- 22.1 The Employer *may* reject any application which is not responsive to the requirements of the prequalification documents.
- 23. Margin of Preference**
- 23.1 *Unless otherwise specified in the ADS, a margin of preference shall not apply in the bidding process resulting from this prequalification.*
- 24. Subcontractors**
- 24.1 *Applicants planning to subcontract any of the key activities indicated in Section III, Evaluation Criteria or other parts of the works, shall specify the activity or parts of the works to be subcontracted in the Application Submission Sheet.*
- 24.2 *Clearly identify such activities and the proposed subcontractors in Forms ELI-1.2 and EXP-4.2(b) in Section IV. Such proposed subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Evaluation Criteria. At the time of bidding, the Applicant as a Bidder may only select prequalified subcontractors from the list it submitted during the*

prequalification stage and shall communicate their names with its bid.

24.3 *At this time, the Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Subcontractors) unless otherwise stated in the ADS.*

F. Evaluation of Applications and Prequalification of Applicants

25. Evaluation of Applications

25.1 The Employer shall use *only and all* the factors, methods and criteria defined in Section III, Evaluation Criteria to evaluate the qualifications of the Applicants and identified subcontractors. *The use of other factors, methods or criteria shall not be permitted.*

25.2 Only the qualifications of *specialist* 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.

25.3 Unless otherwise indicated in the ADS, this prequalification shall be for a single contract.

25.4 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 specified in Section III, Evaluation Criteria.

26. Employer's Right to Accept or Reject Applications

26.1 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.

27. Prequalification of Applicants

27.1 *All Applicants whose applications have been determined to be substantially responsive to the requirements of the Prequalification Documents and that have met or exceeded the specified threshold criteria will, to the exclusion of all others, be prequalified by the Employer.*

28. Notification of Prequalification

28.1 Once the Employer has completed the evaluation of the applications it shall notify all Applicants in writing of the names of those applicants who have been prequalified.

29. Invitation to Bid

29.1 Promptly after the notification of the results of the prequalification the Employer shall invite bids from all the Applicants that have been prequalified.

29.2 *Bidders will be required to provide bid security in the form of a demand guarantee or other security acceptable to the Employer for an amount as to specified in the bidding documents, and the successful bidder will be required to provide performance security and domestic preference security if applicable as to be specified in the bidding documents. Examples of acceptable forms will be supplied with the bidding documents"*

30. Changes in Qualifications of Applicants

30.1 *Any change in the qualifications of an Applicant after being prequalified in accordance with ITA Clause 27, shall be subject to the written approval of the Employer. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Invitation to Bid. Such approval shall be denied if as a consequence of any change:*

- a) the prequalified Applicant, after the changes, no longer substantially meets the evaluation criteria set forth in Section III, Evaluation Criteria; or*
- b) a new partner that had not been prequalified as an Applicant or subcontractor is added to a prequalified Applicant.*

30.2 *The Employer shall notify all the originally prequalified Applicants fourteen (14) days prior to the deadline for bid submission of any changes it approves in accordance with ITA Sub-Clause 30.1.*

Section II. Application Data Sheet

A. Introduction

ITA 1.1	The identification of the Invitation for Prequalification is: _____
ITA 1.1	The name of the Employer is: _____
ITA 1.1	The names, identification and number of the contracts are: _____ _____
ITA 1.1	The name and identification number of the <i>ICB</i> are: _____ _____
ITA 2.1	The name of the Borrower is: _____ _____
ITA 2.1	The name of the Project is: _____ _____
ITA 4.1	The partners in a JVCA _____ jointly and severally liable.

B. Prequalification Documents

ITA 7.1	<p>For clarification purposes only, the Employer's address is:</p> <p>Attention: _____</p> <p>Number and Street : _____</p> <p>Floor/Room number : _____</p> <p>City: _____</p> <p>Zip Code: _____</p> <p>Country: _____</p> <p>Telephone: _____</p> <p>Facsimile number: _____</p>
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	Electronic mail address: _____
C. Preparation of Applications	
ITA 10.1	The language of the application as well as of all correspondence is: _____ _____
ITA 11.1 (e)	The Applicant shall submit with its application, the following additional documents: _____ _____ _____
ITA 15.1	In addition to the original, the number of copies to be submitted with the application is: _____
ITA 15.3	The authorization to represent and sign on behalf of the Applicant shall comply with the following specific requirements: _____ _____ _____ _____
D. Submission and Opening of Applications	
ITA 17.1	For application submission purposes only , the Employer's address is : Attention: _____ Number and Street: _____ Floor/Room number: _____ City: _____ Zip Code: _____ Country: _____ Telephone: _____ Facsimile number: _____ Electronic mail address: _____

	<p>The deadline for application submission is:</p> <p>Date: _____</p> <p>Time: _____</p>
<p>E. Evaluation of Applications</p>	
<p>ITA 23.1</p>	<p><i>A margin of preference _____ apply in the bidding process corresponding to this prequalification. If a Margin of Preference applies, the procedure for evaluation shall be specified in Section III, Evaluation Criteria.</i></p>
<p>ITA 24.3</p>	<p><i>The Employer _____ to execute certain specific parts of the Works by subcontractors selected in advance (Nominated Subcontractors).</i></p> <p><i>The specific parts of the works and the respective subcontractors are _____</i></p>
<p>ITA 25.3</p>	<p>The prequalification _____ for multiple contracts.</p> <p>If the prequalification is for multiple contracts, the methods and evaluation criteria to determine the combination of contracts for which the Applicant will prequalify shall be as specified in Section III, Evaluation Criteria.</p>

Section III. Evaluation Criteria

This Section contains all the factors, methods and criteria that the Employer shall use to evaluate applications. *In accordance with ITA Sub-Clause 25.1, no other factors, methods or criteria shall be used.* The information to be provided in relation to each factor and the definitions of the corresponding terms are included in the respective Application Forms.

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Factor	1. Eligibility					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
All partners combined			Each partner	At least one partner		
1.1 Nationality	Nationality in accordance with ITA Sub-Clause 4.2.	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N/A	Form ELI –1.1 and 1.2, with attachments
1.2 Conflict of Interest	No- conflicts of interests as described in ITA Sub-Clause 4.4.	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.3 Bank Ineligibility	Not having been declared ineligible by the Bank as described in, ITA Sub-Clause 4.5.	Must meet requirement	Existing JVCA must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.4 Government Owned Entity	Compliance with conditions of ITA Sub-Clause 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form ELI –1.1 and 1.2, with attachments

Factor	1. Eligibility					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
All partners combined			Each partner	At least one partner		
1.5 <i>Ineligibility based on a United Nations resolution or Borrower's country law</i>	<i>Not having been excluded as a result of the Borrower's country laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITA Sub-Clause 4.8</i>	<i>Must meet requirement</i>	<i>Existing JVCA must meet requirement</i>	<i>Must meet requirement</i>	<i>N / A</i>	<i>Application Submission Sheet</i>

Factor	2. Historical Contract Non-Performance					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
			All partners combined	Each partner	At least one partner	
2.1 <i>History of non-performing contracts</i>	<i>Non-performance of a contract did not occur within the last _____ () years prior to the deadline for application submission, based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.</i>	<i>Must meet requirement by itself or as partner to past or existing JVCA</i>	<i>N/A</i>	<i>Must meet requirement by itself or as partner to past or existing JVCA</i>	<i>N/A</i>	Form CON - 2

Factor	2. Historical Contract Non-Performance					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
All partners combined			Each partner	At least one partner		
2.2 Pending Litigation	All pending litigation shall in total not represent more than _____ percent (____%) of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as partner to past or existing JVCA	N/A	Must meet requirement by itself or as partner to past or existing JVCA	N/A	Form CON – 2

Factor	3. Financial Situation					
Sub-Factor	Criteria				Documentation Required	
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner	<i>At least one partner</i>	
<p>3.1 Historical Financial Performance</p>	<p>Submission of audited balance sheets or if not required by the law of the applicant’s country, other financial statements acceptable to the Employer, for the last ____ [] years to demonstrate the current soundness of the applicants financial position and its prospective long term profitability .</p> <p>(a) <i>(criterion 1)</i></p> <p>(b) <i>(criterion 2)</i></p> <p>(c) _____</p>	<p>Must meet requirement</p>	<p>N / A</p>	<p>Must meet requirement</p>	<p>N / A</p>	<p>Form FIN – 3.1 with attachments</p>

Factor	3. Financial Situation					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium or Association			
			All partners combined	Each partner		At least one partner
3.2 Average Annual Construction Turnover	Minimum average annual construction turnover of _____, calculated as total certified payments received for contracts in progress or completed, within the last _____ () years	Must meet requirement	Must meet requirement	Must meet _____ percent (____%) of the requirement	Must meet _____ percent (____%) of the requirement	Form FIN -3.2

Factor	4. Experience					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
All partners combined			Each partner	At least one partner		
4.1 General Construction Experience	Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last _____ [_____] years prior to the applications submission deadline, <i>and with activity in at least nine (9) months in each year.</i>	Must meet requirement	N / A	Must meet requirement	N / A	Form EXP-4.1
4.2 Specific Construction Experience	(a)Participation as contractor, management contractor or subcontractor, in at least _____ (____) contracts within the last _____ (____) years , each with a value of at least _____ (____), that have been successfully and substantially completed and that are similar to the proposed works. The	Must meet requirement	Must meet requirements	N / A	<i>Must meet requirement</i>	Form EXP 4.2(a)

Factor	4. Experience					
Sub-Factor	Criteria					Documentation Required
	Requirement	Applicant				
		Single Entity	Joint Venture, Consortium, or Association			
All partners combined			Each partner	At least one partner		
	similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Scope of Works		for all characteristics		for one characteristic	
4.2 Specific Construction Experience (continued)	b) For the above <i>or other</i> contracts <i>executed during the period stipulated in 4.2(a) above</i> , a minimum construction experience in the following key activities: 1.	Must meet requirements	Must meet requirement	N/A	Must meet requirement	Form 4.2(b) EXP-

Section IV. Application Forms

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Application Submission Sheet

Date: _____
IFP No.: _____
ICB No.: _____

To: _____

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

- (a) we have examined and have no reservations to the Prequalification Documents, including Addenda No., issued in accordance with ITA Clause 8: _____
_____;
- (b) we, including any subcontractors or suppliers for any part of the contract subject to this prequalification process, have *or will have* nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2: _____;
- (c) we, including any subcontractors or suppliers for any part of the contract subject to this prequalification do not have any conflict of interest, *and specifically are not participating, as Applicants, in more than one application in this prequalification process*, in accordance with ITA Sub-Clause 4.4;
- (d) we, including any subcontractors or suppliers for any part of the contract subject to this prequalification, have not been declared ineligible by the Bank, *or under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council*, in accordance with ITA Sub-Clause 4.5 and 4.8 ;
- (e) we are not a government owned entity, and if we are, we meet the requirements of ITA Sub-Clause 4.6;
- (f) we, in accordance with ITA Sub-clause 24.1, plan to subcontract the following key activities and/or parts of the works:

- (g) *we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:*

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>

[If none has been paid or is to be paid, indicate "none".]

- (h) 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, in accordance with ITA Clause 26.

Signed _____

Name _____ In the Capacity of _____

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

Applicant's Legal Name

Address _____

Dated on _____ day of _____, _____.

Form ELI – 1.1

Applicant Information Sheet

Date: _____

IFP No.: _____

ICB No.: _____

Page _____ of _____ pages

Applicant's legal name
In case of JVCA, legal name of each partner:
Applicant's Actual <i>or Intended</i> country of constitution:
Applicant's Actual <i>or Intended</i> year of constitution:
Applicant's Legal Address in country of constitution:
<p>Applicant's authorized representative information</p> <p>Name:</p> <p>Address:</p> <p>Telephone/Fax numbers:</p> <p>E-mail address:</p>
<p>Attached are copies of original documents of:</p> <p><input type="checkbox"/> 1. In case of single entity, articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 <i>and</i> 4.2.</p> <p><input type="checkbox"/> 2. Letter of authorization to represent the firm or JVCA named in above, in accordance with ITA Sub-Clause 15.3.</p> <p><input type="checkbox"/> 3. In case of JVCA, letter of intent to form JVCA or JVCA agreement, in accordance with ITA Sub-Clause 4.1.</p> <p><input type="checkbox"/> 4. <i>In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA Sub-Clause 4.6.</i></p>

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Form ELI – 1.2

**Applicant Information Sheet (JVCA)
for each JVCA Partner/Subcontractor as per Sub-Clause 24.2**

Date: _____

IFP No.: _____

ICB No.: _____

Page _____ of _____ pages

Applicant's legal name:
JVCA's partner/Subcontractor's legal name:
JVCA's partner/Subcontractor's country of constitution:
JVCA's partner/Subcontractor's year of constitution:
JVCA's partner/Subcontractor's legal address in country of constitution:
JVCA's partner authorized representative information Name: Address: Telephone/Fax numbers: E-mail Address:
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> Letter of authorization to represent the firm named above, in accordance with ITA Sub-Clause 15.3. <input type="checkbox"/> <i>In case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA Sub-Clause 4.6.</i>

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Form CON – 2

Historical Contract Non-Performance

Applicant’s Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 IFP No.: _____
 ICB No.: _____
 Page _____ of _____ pages

<i>Non-Performing Contracts in accordance with Section III, Evaluation Criteria</i>			
<p>☐ Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.1 of Section III, Evaluation Criteria</p>			
<i>Pending Litigation, in accordance with Section III, Evaluation Criteria</i>			
<p>☐ No pending litigation in accordance with Sub-Factor 2.2 of Section III, Evaluation Criteria</p>			
<p>☐ Pending litigation in accordance with Sub-Factor 2.2 of Section III, Evaluation Criteria, as indicated below</p>			
<i>Year</i>	<i>Outcome as Percent of Total Assets</i>	<i>Contract Identification</i>	<i>Total Contract Amount (current value, US\$ equivalent)</i>
_____	_____	<i>Contract Identification:</i> <i>Name of Employer:</i> <i>Address of Employer:</i> <i>Matter in dispute:</i>	_____ _____
_____	_____	<i>Contract Identification:</i> <i>Name of Employer:</i> <i>Address of Employer:</i> <i>Matter in dispute:</i>	_____ _____

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Form FIN – 3.1

Financial Situation

Applicant’s Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 IFP No.: _____
 ICB No.: _____
 Page _____ of _____ pages

To be completed by the Applicant and, if JVCA, by each partner

Financial information in US\$ equivalent	Historic information for previous _____ () years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

- ø Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:
- a) Must reflect the financial situation of the Applicant or partner to a JVCA, and not sister or parent companies
 - b) Historic financial statements must be audited by a certified accountant
 - c) Historic financial statements must be complete, including all notes to the financial statements
 - d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Form FIN – 3.2
Average Annual Construction Turnover

Applicant's Legal Name: _____

Date: _____

JVCA Partner Legal Name: _____

IFP No.: _____

ICB No.: _____

Page _____ of _____ pages

Annual turnover data (construction only)		
Year	Amount and Currency	US\$ equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*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, Evaluation Criteria, Sub-Factor 3.2.

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Form EXP – 4.1

General Construction Experience

Applicant’s Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 IFP No.: _____
 ICB No.: _____
 Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Applicant
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____

*List calendar year for years with contracts *with at least nine (9) months activity* per year starting with the earliest year

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Form EXP – 4.2(a)

Specific Construction Experience

Applicant’s Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 IFP No.: _____
 ICB No.: _____

Page _____ of _____ pages

Similar Contract Number: _____ of _____ required.	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	Contractor	Management Contractor	Subcontractor
Total contract amount	_____		US\$ _____
If partner in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Employer’s Name:	_____		
Address:	_____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

Form EXP – 4.2(a) (cont.)

Specific Construction Experience (cont.)

Applicant’s Legal Name: _____

Page _____ of _____ pages

JVCA Partner Legal Name: _____

Similar Contract No. __[insert specific number] of [total number of contracts] __ required	Information
Description of the similarity in accordance with Sub-Factor 4.2a) of Section III:	
1. <i>Amount</i>	_____
2. <i>Physical size</i>	_____
3. <i>Complexity</i>	_____
4. <i>Methods/Technology</i>	_____
5. <i>Physical Production Rate</i>	_____

Form EXP – 4.2(b)**Specific Construction Experience in Key Activities**

Applicant's Legal Name: _____ Date: _____
 JVCA Partner Legal Name: _____ IFP No.: _____
 Subcontractor's Legal Name (as per ITA 24.2): _____ ICB No.: _____
 Page _____ of _____ pages

	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	Contractor	Management Contractor	Subcontractor
Total contract amount	_____		US\$ _____
If partner in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Employer's Name:	_____		
Address:	_____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

Form EXP – 4.2 (b)(cont.)

Specific Construction Experience in Key Activities (cont.)

Applicant’s Legal Name: _____ Page _____ of _____ pages
 JVCA Partner Legal Name: _____
 Subcontractor’s Legal Name (as per ITA 24.2): _____

	Information
Description of the key activities in accordance with Sub-Factor 4.2b) of Section III:	

Instructions for Completing the Application Forms

The Applicant shall fill in and complete all the blank spaces in the Application Forms in accordance with the instructions for each form indicated below. The Applicant shall note that the forms included here are for guidance purposes only and that the Applicant shall prepare its prequalification using the corresponding blank forms.

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Application Submission Sheet

Date: [insert day, month, year]

IFP No.: [insert Invitation for Prequalification number]

ICB No.: [insert ICB number]

To: __[insert full name of Employer]__

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

- (a) we have examined and have no reservations to the prequalification documents, including Addenda No., issued in accordance with ITA Clause 8: __[insert the number and issuing date of each addenda]_____
_____;
- (b) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, have *or will have* nationalities from eligible countries, in accordance with ITA Sub-Clause 4.2: **_[insert the nationality of the Applicant, including that of all partners in case of a JVCA, and the nationality of each already identified subcontractor and supplier of related services, if applicable]__**;
- (c) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification do not have any conflict of interest, *and specifically are not participating, as Applicants, in more than one application in this prequalification process*, in accordance with ITA Sub-Clause 4.4;
- (d) we, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by the Bank, *or under the Employer’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council*, in accordance with ITA Sub-Clause 4.5 and 4.8;
- (e) we are not a government owned entity, and if we are, we meet the requirements of ITA Sub-Clause 4.5;
- (f) we, in accordance with ITA Sub-clause 24.1, plan to subcontract the following key activities and/or parts of the works:

- (g) *we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:*

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number /city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount in US\$ equivalent]</i>

[If none has been paid or is to be paid, indicate “none”.]

- (h) 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, in accordance with ITA Clause 26.

Signed __**[insert signature of person whose name and capacity are shown below]**__

[insert full name of person signing the application]_____ **[insert legal capacity of person signing the application]**_____ In the Capacity of **[insert legal 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]**__.

Form ELI – 1.1**Applicant Information Sheet**

Date: [insert day, month, year]

IFP No.: [insert Invitation for Prequalification number]

ICB No.: [insert ICB number]

Page [insert page number] of [insert total number] pages

Applicant's legal name __ [insert full legal name] __
In case of JVCA, legal name of each partner: __ [insert full legal name of each partner in JVCA] __
Applicant's Actual <i>or Intended</i> country of constitution: __ [indicate country of Constitution] __
Applicant's actual <i>or Intended</i> year of constitution: __ [indicate year of Constitution] __
Applicant's legal address in country of constitution: __ [insert street/ number/ town or city/ country] __
Applicant's authorized representative information Name: __ [insert full legal name] __ Address: __ [insert street/ number/ town or city/ country] __ Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: __ [indicate e-mail address] __
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 <i>and</i> 4.2. <input type="checkbox"/> Letter of authorization to represent the firm named above, in accordance with ITA Sub-Clause 15.3. <input type="checkbox"/> In case of JVCA, letter of intent to form JVCA or JVCA agreement, in accordance with ITA Sub-Clause 4.1. <input type="checkbox"/> <i>In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA Sub-Clause 4.6.</i>

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Form ELI – 1.2

Applicant Information Sheet (JVCA)

for each JVCA Partner and Subcontractor as per Sub-Clause 24.2

Date: [insert day, month, year]
 IFP No.: [insert Invitation for Prequalification number]
 ICB No.: [insert ICB number]
 Page [insert page number] of [insert total number] pages

Each Applicant that is a JVCA Partner and each Subcontractor in key activity must submit this information.

JVCA applicant legal name: __[insert full legal name]____
JVCA's partner/Subcontractor's legal name: __[insert full legal name of JVCA partner] _____
JVCA's partnerSubcontractor's country of registration: __[indicate country of registration]__
JVCA's partner/Subcontractor's year of constitution: __[indicate year of constitution]__
JVCA's partner/Subcontractor's legal address in country of constitution: __[insert street/ number/ town or city/ country]____
JVCA's partner authorized representative information Name: __[insert full legal name]____ Address: __[insert street/ number/ town or city/ country]____ Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes] E-mail address: [indicate e-mail address]
Attached are copies of original documents of: <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation or Documents of Constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> Letter of authorization to represent the firm named above, in accordance with ITA Sub-Clause 15.3. <input type="checkbox"/> <i>In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA Sub-Clause 4.6.</i>

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Form CON – 2**Historical Contract Non-Performance**Applicant's Legal Name: *[insert full name]*Date: *[insert day, month, year]*JVCA Partner Legal Name: *[insert full name]* IFP No.: *[insert Invitation for Prequalification number]*ICB No.: *[insert ICB number]*Page *[insert page number]* of *[insert total number]* pages

<i>Non-Performing Contracts in accordance with Section III, Evaluation Criteria</i>			
<p>☐ Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.1 of Section III, Evaluation Criteria.</p>			
<i>Pending Litigation, in accordance with Section III, Evaluation Criteria</i>			
<p>☐ No pending litigation in accordance with Sub-Factor 2.2 of Section III, Evaluation Criteria.</p>			
<p>☐ Pending litigation in accordance with Sub-Factor 2.2 of Section III, Evaluation Criteria, as indicated below.</p>			
<i>Year</i>	<i>Outcome as Percent of Total Assets</i>	<i>Contract Identification</i>	<i>Total Contract Amount (current value, US\$ equivalent)</i>
<i>[insert year]</i> _____	<i>[insert percentage]</i> _____	<i>Contract Identification: [indicate complete contract name/ number and any other identification]</i> <i>Name of Employer: [insert full name]</i> <i>Address of Employer: [insert street/city/country]</i> <i>Matter in dispute: [indicate main issues in dispute]</i>	<i>[insert amount]</i> _____ ---
_____	_____	<i>Contract Identification:</i> <i>Name of Employer:</i> <i>Address of Employer:</i> <i>Matter in dispute:</i>	_____ ---

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Form FIN – 3.1**Financial Situation**

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

JVCA Partner Legal Name:[insert full name] IFP No.: [insert Invitation for Prequalification number]

ICB No.: [insert ICB number]

Page [insert page number] of [insert total number] pages

To be completed by the Applicant and, if JVCA, by each partner

Financial information in US\$ equivalent	Historic information for previous <u>[insert in words and figures]</u> () years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							[ratio TA/ TL]
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							[ratio CA/ CL]
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							[ratio TR/ (PBT)]
Profits Before Taxes (PBT)							

- Ø Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:
1. Must reflect the financial situation of the Applicant or partner to a JVCA, and not sister or parent companies.
 2. Historic financial statements must be audited by a certified accountant.
 3. Historic financial statements must be complete, including all notes to the financial statements.
 4. Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be accepted).

Form FIN – 3.2**Average Annual Construction Turnover**Applicant's Legal Name: **[insert full name]**Date: **[insert day, month, year]**JVCA Partner Legal Name: **[insert full name]** IFP No.: **[insert Invitation for Prequalification number]**Subcontractor's Legal Name: **[insert full name]**ICB No.: **[insert ICB number]**Page **[insert page number]** of **[insert total number]** pages

Annual turnover data (construction only)		
Year	Amount and Currency	US\$ equivalent
[indicate year] _____	[insert amount and indicate currency] _____	[insert amount in US\$ equiv.] _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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, Evaluation Criteria, Sub-Factor 3.2.

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Form EXP – 4.1**General Construction Experience**

Applicant's Legal Name: [insert full name]

Date: [insert day, month, year]

JVCA Partner Legal Name:[insert full name] IFP No.: [insert Invitation for Prequalification number]

ICB No.: [insert ICB number]

Page [insert page number] of [insert total number] pages

Identify contracts that demonstrate continuous construction work in accordance with Section III, Evaluation Criteria, Sub-Factor 4.1.

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Applicant
[indicate month/year] _____	[indicate month/year] _____	[insert number of years] _____	Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Name of Employer: [indicate full name] Address: [indicate street/number/town or city/country address]	[indicate whether as Contractor, Subcontractor, or Contract Manager] _____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	_____

*List calendar year for years with contracts *with at least nine (9) months* activity per year starting with the earliest year

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Form EXP – 4.2(a)

Specific Construction Experience

Applicant's Legal Name: **[insert full name]** Date: **[insert day, month, year]**
 JVCA Partner Name: **[insert full name]** IFP No.: **[insert Invitation for Prequalification number]**
ICB No.: **[insert ICB number]**
 Page **[insert page number]** of **[insert total number]** pages

All Applicants and JVCA partners must complete the information in this form as specified in Section III, Evaluation Criteria, Sub-Factor 4.2.

Similar Contract No. ___ [insert specific number] of [total number of contracts] ___ required	Information		
Contract Identification	_ [insert contract name and number, if applicable] _		
Award date	_ [insert day, month, year, i.e., 15 June, 2015] _		
Completion date	_ [insert day, month, year, i.e., 03 October, 2017] _		
Role in Contract [check the appropriate box]	Contractor	Management Contractor	Subcontractor
Total Contract Amount	___ [insert total contract amount in local currency] ___	US\$ ___ [insert total contract amount in US\$ equivalent]	
If partner in a JVCA or subcontractor, specify participation of total contract amount	[insert a percentage amount] _____	[insert total contract amount in local currency] _____	[insert total contract amount in US\$ equivalent] _____

Similar Contract No. ___[insert specific number] of [total number of contracts] ___ required	Information
Employer's Name:	___ [insert full name] ___
Address:	[indicate street / number / town or city / country]
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]
E-mail:	[insert e-mail address, if available]

Form EXP – 4.2(a) (cont.)**Specific Construction Experience (cont.)**

Applicant's Legal Name: **[insert full name]** Page **[insert page number]** of **[insert total number]** pages
 JVCA Partner Legal Name: **[insert full name]**

Similar Contract No. ___ [insert specific number] of [total number of contracts] ___ required	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
<i>1. Amount</i>	___ <i>[insert amount in US\$ in words and in figures]</i> ___
<i>2. Physical size</i>	___ <i>[insert physical size of activities]</i> ___
<i>3. Complexity</i>	___ <i>[insert description of complexity]</i> ___
<i>4. Methods/Technology</i>	___ <i>[insert specific aspects of the methods/technology involved in the contract]</i> ___
<i>5. Physical Production Rate</i>	___ <i>[insert physical production rate achieved as requested/specified in Section III, Sub-Factor 4.3]</i> ___

Form EXP – 4.2(b)**Specific Construction Experience in Key Activities**

Applicant's Legal Name: **[insert full name]** Date: **[insert day, month, year]**
 JVCA Partner Name: **[insert full name]** IFP No.: **[insert Invitation for Prequalification number]**
 Subcontractor's Legal Name (as per ITA 4.2): **[insert full name]** ICB No.: **[insert ICB number]**
 Page **[insert page number]** of **[insert total number]** pages

All Subcontractors for key activities must complete the information in this form as per ITA Sub-Clause 24.2 and Section III, Evaluation Criteria, Sub-Factor 4.2.

	Information		
Contract Identification	__ [insert contract name and number, if applicable] __		
Award date	__ [insert day, month, year, i.e., 15 June, 2015] __		
Completion date	__ [insert day, month, year, i.e., 03 October, 2017] __		
Role in Contract [check the appropriate box]	Contractor	Management Contractor	Subcontractor
Total Contract Amount	___ [insert total contract amount in local currency] ___		US\$ ___ [insert total contract amount in US\$ equivalent] ___
If partner in a JVCA, specify participation of total contract amount	[insert a percentage amount] _____	[insert total contract amount in local currency] _____	[insert total contract amount in US\$ equivalent] _____
Employer's Name:	__ [insert full name] __		
Address:	[indicate street / number / town or city / country]		
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]		
E-mail:	[insert e-mail address, if available]		

Form EXP – 4.2(b) (cont.)**Specific Construction Experience in Key Activities (cont.)**

Applicant's Legal Name: **[insert full name]** Page **[insert page number]** of **[insert total number]** pages

JVCA Partner Legal Name: **[insert full name]**

Subcontractor's Legal Name (as per ITA 4.2): **[insert full name]**

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>__[insert response to inquiry indicated in left column]__</i>

Section V. *Eligible Countries*

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PART 2 – Works Requirements

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Section VI. Scope of Works

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Section VI. Scope of Works

1. Description of the Works

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Section VI. Scope of Works

2. Construction Period

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Section VI. Scope of Works

3. *Site and other Data*

User's Guide

To be drafted by each Multilateral Development Bank and International Financial Institution for its own use.