

STANDARD PREQUALIFICATION DOCUMENT

Prequalification of Bidders User's Guide

Asian Development Bank

October 2006

Preface

The purpose of this User's Guide is to provide guidance to Employers on how to prepare a prequalification document based on ADB's Standard Prequalification Document for the Prequalification of Bidders (SPQD) and how to evaluate applications.

The SPQD is based on the Master Procurement Document entitled "Prequalification Documents for Procurement of Works", prepared by multilateral development banks and other public international financial institutions, and has the structure and the provisions of the Master Procurement Document, except where ADB specific considerations have required a change.

The SPQD has been prepared to facilitate prequalification of bidders for large and complex civil works contracts, turnkey contracts, and contracts for the fabrication of expensive and technically complex plant and equipment. This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover, which are free of any major pending litigation, will be invited to submit bids. The SPQD is to be used for the prequalification process for contracts to be procured through International Competitive Bidding. An important feature of this SPQD is that it can be used with minimum changes, as it does not contain explanations, footnotes or examples. The SPQD is only available in electronic format.

This Guide includes an initial section on how to prepare the Invitation for Prequalification (IFP). The Employer should note that the IFP is not a part of the prequalification document.

To obtain further information on procurement under ADB-assisted projects, contact

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Abbreviations

ADB	Asian Development Bank
ADS	Section II. Application Data Sheet
APF	Section IV. Application Forms
LIT	Pending Litigation Form
ELC	Section V. Eligible Countries
ELI	Eligibility Form
EXP	Experience Form
FIN	Financial Data Form
ICB	International Competitive Bidding
IFP	Invitation for Prequalification
ITA	Section I. Instructions to Applicants
JV	Joint Venture
PQ	Prequalification
PQD	Prequalification Document
QLC	Section III. Qualification Criteria
SBD	Standard Bidding Document
SOC	Section VI. Scope of Contract
SPD	Standard Procurement Document
SPQD	Standard Procurement Document for the Prequalification of Bidders

Glossary

Employer	One of the two parties to a works contract, the other party being the “Contractor.”
Contractor	The legal entity that is party to and performs a works contract, the other party to the contract being the “Employer.”
Joint Venture	An ad hoc association of firms that pool their resources and skills to undertake a large or complex contract in the role of “Contractor,” with all firms (partners in the JV) being legally liable, jointly and severally, for the execution of the contract in the event of a partner’s withdrawal.
Management Contractor	A firm, acting in the role of “Contractor,” that does not normally perform contract construction work directly, but manages the work of other (sub)contractors, while bearing full responsibility and risk for price, quality, and timely performance of the works contract.
Nominated Subcontractor	An enterprise selected and retained by the Employer to provide a prespecified item in the Bill of Quantities and nominated as subcontractor to the main Contractor for such purpose.
Specialist Subcontractors	A specialist enterprise engaged for highly specialized processes such as chemical grouting or underwater repair work which cannot be provided by the main Contractor.
Prequalification	An assessment made by the Employer of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract before inviting them to bid.
Postqualification	An assessment of the appropriate level of experience and capacity of firms made by the Employer during the evaluation of bids to ensure that the lowest-evaluated, responsive, eligible bidder is qualified to perform the contract.
Works	The total work involvement in a construction contract, including the “Permanent” Works or finished product as specified, and the “Temporary” Works required by the Contractor for the execution and completion of the contract.
Writing	For the purpose of this document, any authenticated handwritten, typed, or printed communication, including telex, cable, electronic mail, and facsimile transmission, with proof of receipt when, and in the form, requested by the sender.

Introduction

The Requirement for Prequalification

The successful execution of contracts for large buildings, civil engineering, supply and installation, turnkey, and design-and-build projects requires that contracts are awarded only to firms, or combinations of firms, that are suitably experienced in the type of work and construction technology involved, that are financially and managerially sound, and that can provide all the equipment required in a timely manner. The assessment by an implementing agency of the suitability of firms to carry out a particular contract **prior** to being invited to submit a bid is a process called **prequalification**.

ADB's Guidelines for Procurement require prequalification of bidders for most civil works contracts, turnkey contracts, and contracts for the supply of expensive and technically complex equipment. Prequalification is followed by a closed competitive bidding procedure in which only those firms meeting specified prequalification criteria are invited to submit a bid. Prequalification should not be used for limiting competition to a predetermined number of potential bidders. All applicants meeting the specified criteria shall be allowed to bid.

In order to reduce the lead time for procurement of simple and unsophisticated civil works and turnkey contracts, the Executing Agency may apply postqualification by requiring bidders to submit the information pertaining to their qualification together with their bids. In this event, it will be necessary to ensure that a bidder's risk of having its bid rejected on grounds of qualifications is remote if due diligence is exercised by the bidder during bid preparation. For that purpose, clear-cut, fail-pass qualification criteria need to be specified by the Executing Agency in both the Invitation for Bids as well as the Bidding Document in order to enable bidders to make an informed decision whether to pursue a specific contract and, if so, either as a single entity or in joint venture.

Benefits of Prequalification

The prequalification process is of benefit to both bidders and Executing Agencies alike, in that

- the process enables prospective bidders, who may be insufficiently qualified on their own, to avoid the expense of bidding, or to form a joint venture that may give a better chance of success;
- with prequalification, well qualified firms will price their bids with the knowledge that they are competing against other qualified bidders meeting realistic minimum competence criteria, and with the assurance that inadequately qualified competitors will be excluded from submitting unrealistically low bids, leading contractors are encouraged to bid;
- prequalification enables Executing Agencies to assess the interest from qualified firms generated by the contract and, in the event that only a limited number of applications are received, to make any necessary adjustments in the procurement process;
- it helps to expose potential conflicts of interest of an applicant with other parties involved in this prequalification process;
- it reduces the amount of work and time involved by Executing Agencies in evaluating bids from unqualified contractors;

- it encourages local firms to form joint ventures with other local or international firms, thereby benefiting from their resources and experience;
- it enables the Executing Agencies to assess the likelihood of contractors' eligibility for domestic bidder price preference in borrowing countries where this is applicable; and
- it reduces significantly, if not eliminates, problems of rejection associated with low-priced bids submitted by bidders of doubtful capability.

Disadvantages of Prequalification

On the negative side, prequalification has some potential disadvantages:

- it may increase procurement lead time, although this can be minimized by good procurement scheduling, for example, undertaking the prequalification process while bid documents are being prepared;
- the Executing Agencies are required to review all prequalification applications whereas under postqualification the review of the qualifications can be reduced to the lowest evaluated bidder only; and
- collusion and the possibility of price-rigging is easier among a limited number of identified bidders, particularly if they are of the same nationality.

Multiple Contracts

Where a project is divided into separate contracts, applicants may be prequalified through a single prequalification exercise either

- (a) for a maximum contract value (bidding capacity), in case contracts are essentially of similar type. In this event, an Applicant shall be allowed to bid for any contract within his bidding capacity, however, he may only be awarded a maximum number of contracts for which he meets the aggregated requirements of such contract combination (award capacity). A bidder's award capacity will be determined during bid evaluation when additional information such as (i) current contract commitments, (ii) cash flow capacity, (iii) equipment to be allocated, and (iv) personnel to be fielded will be assessed; or
- (b) for each specific contract separately in case contracts are essentially of different nature such as a water treatment plant, a reservoir and a pipeline network as in a water supply project.

Subcontractors

The experience and financial resources of subcontractors will usually be disregarded for purposes of prequalification. The cumulative experience and capacity of an applicant gained as a former subcontractor may qualify it as an applicant for certain works. In cases where a highly specialized process must be used, applicants should be required to specify the names and qualifications of such specialist subcontractors, if the particular process is not available in-house. A formal intent to enter into an agreement with the subcontractor should be submitted together with the application. Lack of such specialized support, essential in certain construction operations (for example, chemical grouting or underwater repair work), could result in disqualification of the applicant.

The Prequalification Process

Advertisement and Notification

The Invitation for Prequalification (IFP) shall be advertised in ADB's "ADB Business Opportunities" as well as in a newspaper of general circulation in the borrower's country (at least one English-language newspaper if available). A copy of the IFP shall be submitted to ADB for approval and for publication in the "ADB Business Opportunities" in accordance with the provisions of the Loan Agreement and the Guidelines for Procurement under ADB Loans.

For large or specialized contracts, ADB may additionally require that the IFP be advertised in well known technical magazines or trade publications, or in newspapers of wide international circulation, in sufficient time to enable prospective Bidders to prepare and submit Applications.

Preparing and Issuing a Prequalification Document

The Employer and Applicants should keep in mind the following.

- The Employer is responsible for preparing and issuing the Prequalification Document.
- The Employer shall use ADB's Standard Procurement Document for the Prequalification of Bidders, as this is a mandatory requirement for contracts to be financed by ADB.
- The Employer shall prepare the Prequalification Document using the published version of the SPD without suppressing or adding text to **Section I. Instructions to Applicants (ITA)**. All information and data particular to each individual prequalification process must be provided by the Employer in the following sections of the Prequalification Document:

Section II. Application Data Sheet

Section III. Qualification Criteria

Section IV. Application Forms

Section V. Eligible Countries

Section VI. Scope of Contract.

- The Employer shall allow Applicants a minimum period of 60 days to
 - study the Prequalification Document;
 - prepare complete and responsive Applications, and
 - submit their Applications.

Preparation and Submission of Applications

The Applicant is solely responsible for the preparation and submission of its Application. During this stage, the Employer shall

- promptly respond to requests for clarifications from Applicants and amend, as needed, the Prequalification Document,
- amend the Prequalification Document only with the prior approval of ADB.

Opening and Evaluation of Applications

The Employer is responsible for the opening and evaluation of applications, which is a critical event in the prequalification process. The Employer shall appoint experienced staff to conduct the evaluation of applications. Mistakes committed at evaluation may later prompt complaints from Applicants, requiring re-evaluation of the applications, with consequent delays and waste of resources.

The Employer, in observance of best practices, shall

- maintain the evaluation process strictly confidential,
- reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption,
- strictly apply only and all of the qualification criteria specified in the Prequalification Document, and
- notify all applicants in writing of the names of those applicants who have been prequalified.

Updating and Confirmation of Bidder's Qualifications

Information pertaining to a bidder's eligibility, pending litigation, and financial situation shall be updated during bidding.

Additional qualifying requirements not examined during prequalification such as

- current contract commitments;
- cash flow capacity;
- equipment to be allocated for the particular contract; and
- personnel to be fielded for the particular contract,

shall form part of the bidding document and will be assessed during bid evaluation.

Invitation for Prequalification

[insert Date]

[insert Loan No. and Title]

[insert Contract No. and Title]

1. This Invitation for Prequalification follows the General Procurement Notice for this project that appeared in ADB's Business Opportunities on [insert date]. [insert if applicable: This contract will be jointly financed by (insert name of cofinancing agency). The eligibility rules and procedures of ADB will govern the prequalification and the bidding process].
2. The [insert name of borrower] [insert as appropriate: "has received", or "has applied for", or "intends to apply for"] a loan from the Asian Development Bank (ADB) towards the cost of [insert name of Project].
3. The [insert name of the Executing Agency] (hereinafter referred to as the "Employer") intends to prequalify firms for the following contract(s) under this project: [insert general description of the scope of the contract(s)].
4. It is expected that the Invitation for Bids will be made in [insert month and year].
5. Interested eligible Applicants may obtain further information from [insert name of Employer] and inspect the Prequalification Document at the address given below, from [insert office hours] to [insert office hours].
6. The Prequalification Document, in the English language, may be purchased by interested Applicants on the submission of a written application to the address below and upon payment of a nonrefundable fee¹ [insert amount in local currency] or in [insert amount in specified convertible currency]. The method of payment will be [insert method of payment]². The document will be sent by [insert delivery procedure]³. No liability will be accepted for loss or late delivery.
7. Applications must be delivered to the address below at or before [insert time and date]. The Employer reserves the right to accept or reject late applications
8. The Employer will not be responsible for any costs or expenses incurred by Applicants in connection with the preparation or delivery of their Applications.
9. The Employer will notify all Applicants in writing of the names of those Applicants who have been prequalified.

[Insert name of office]

[Insert name of officer]

[Insert postal address and/or street address, indicate zip code]

[Insert phone and fax number, indicate country and area code]

[Insert email address]

- Notes:**
1. The fee, to defray printing and mailing or shipping costs, should be nominal.
 2. For example, cashier's check, direct deposit to specified account no., etc.
 3. The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery.

Section I. Instructions to Applicants

Section I. Instructions to Applicants (ITA) specify the procedures that regulate the prequalification process. The ITA contain standard provisions that have been designed to remain unchanged and **to be used without modifying their text**. The ITA clearly identify the provisions that may need to be specified for a prequalification process and require that such specification **be introduced through the Application Data Sheet (ADS)**.

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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 this Prequalification Document to applicants interested in bidding for the works described in Section VI, Scope of Contract. The number of contracts and the name and identification of each contract as well as 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 Asian Development Bank (hereinafter called "the ADB") 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 (hereinafter called "the Contract").

 - 2.2 Payments by the ADB will be made only at the request of the Borrower and upon approval by the ADB in accordance with the terms and conditions of the financing agreement between the Borrower and the ADB (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 ADB's Anticorruption Policy requires borrowers (including beneficiaries of ADB-financed activity), as well as bidders, suppliers, and contractors under ADB-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the ADB:
 - (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, directly or indirectly, anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- (c) will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in ADB-financed activities if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, an ADB-financed contract.

4. Eligible Applicants

- 4.1 An Applicant shall be a private or government-owned legal entity, subject to ITA Sub-Clause 4.6, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV). In the case of a JV,
 - (a) all partners to the JV shall be jointly and severally liable; and
 - (b) a JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification process and, in the event the JV is prequalified, during the bidding process, and in the event the JV is awarded the Contract, during contract execution.
- 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 The above requirement 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 ADB considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under ADB's Anticorruption Policy. In pursuance of ADB's Anticorruption Policy's requirement that Borrowers (including beneficiaries of Bank-financed activity), as well as bidders, suppliers, and contractors under Bank-financed contracts, observe the highest standard of ethics. ADB will take appropriate actions to manage such conflicts of interest which may include rejecting a proposal for award if it determines that a conflict of interest has flawed the integrity of any procurement process. At the time of bidding, bidders may be considered to be in a conflict of interest with one or more parties if they, including but not limited to:
 - (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 their Application; or
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or to influence the bid of another Applicant in the subsequent bidding process or influence the decisions of the Employer regarding this prequalification process; or
- (e) 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, may not 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 no significant degree of common ownership, influence or control.

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

4.6 Government-owned enterprises 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, and that they are not in any way 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.

5. Eligible Materials, Equipment and Services

5.1 The materials, equipment and services to be supplied under the Contract and financed by ADB shall have as their country of origin an eligible country of ADB (see Section V, Eligible Countries).

B. Contents of Prequalification Document

6. Sections of the Prequalification Document

6.1 The Prequalification Document consists of Parts 1 and 2 which include 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. Qualification Criteria (QLC)
- Section IV. Application Forms (APF)
- Section V. Eligible Countries (ELC)

PART 2 Requirements

- Section VI. Scope of Contract

- 6.2 The “Invitation for Prequalification” issued by the Employer is not part of the Prequalification Document.
- 6.3 The Employer accepts no responsibility for the completeness of the Prequalification Document and its 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 Document and to furnish all information or documentation required by the Prequalification Document.
- 7. Clarification of Prequalification Document**
- 7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Employer in writing at the Employer’s address indicated in the 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 Document directly from the Employer including a description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the Prequalification Document as a result of a 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 Document**
- 8.1 At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document directly from the Employer.
- 8.3 To give prospective Applicants reasonable time in which 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, and the Employer shall 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 English language. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages into the English language, 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, Qualification 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 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. Applications submitted by an existing or intended JV shall include an undertaking signed by all partners
- (a) stating that all partners shall be jointly and severally liable, and
 - (b) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification process and, in the event the JV is prequalified, during the bidding process, and in the event the JV is awarded the Contract, during contract execution.

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 which shall
- (a) bear the name and address of the Applicant;
 - (b) be addressed to the Employer, in accordance with ITA 17.1; and
 - (c) bear the specific identification of this prequalification process indicated in the ADS 1.1.
- 16.2 If the envelope is not sealed and marked as required, the Employer will assume no responsibility for the misplacement 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 Document 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. 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 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. Responsive-ness of Applications** 22.1 The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document.
- 23. Margin of Preference** 23.1 If so indicated in the ADS, a margin of preference shall apply in the bidding process resulting from this prequalification.
- 24. Subcontractors** 24.1 Applicants shall state in the Application Submission Sheet whether they intend to subcontract parts or elements of the Works.
- 24.2 If an Applicant intends to subcontract any of the key activities listed in Section III, Qualification Criteria, Criteria 4.2(b), then such key activities and the proposed subcontractors (Specialist Subcontractors) shall be clearly identified in Section IV, Application Forms, Forms ELI-1.2 and EXP-4.2(b). Such Specialist Subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria. At the time of bidding, the Bidder shall use in its bid only Specialist Subcontractor(s) prequalified during the prequalification exercise.
- 24.3 Unless otherwise specified in the ADS, the Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Subcontractors).

F. Prequalification of Applicants

- 25. Evaluation of Applications** 25.1 The Employer shall use the criteria and methods defined in Section III, Qualification Criteria to evaluate the qualifications of the Applicants and proposed subcontractors.
- 25.2 Only the qualifications of proposed subcontractors that have been identified in the Application pursuant to ITA 24.2 will 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.
- 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, including their proposed subcontractors, whose applications have been determined to be substantially responsive to the requirements of the Prequalification Document and who have met or exceeded the specified criteria shall 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 may be required to provide bid security in the form of a demand guarantee or other security acceptable to the Employer for an amount as specified in the bidding document.
- 29.3 A qualified firm or a member of a qualified joint venture may participate in only one bid for the contract. If a firm submits more than one bid, singly or in joint venture, all bids including that firm will be rejected. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid.
- 30. Changes in Qualifications of Applicants** 30.1 Any change in the qualification status of an Applicant after being prequalified in accordance with ITA Clause 27 shall be subject to the written approval of the Employer. Any such change shall be submitted to the Employer not later than fourteen (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 change, no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria; or
 - (b) a new partner that had not been prequalified as an Applicant or a Specialist Subcontractor as per ITA 24.2 is added to a prequalified Applicant.

Section II. Application Data Sheet

Section II. Application Data Sheet (ADS) contains information and provisions that are specific to a particular prequalification process. The Employer must specify in the ADS only the information that the ITA request be specified in the ADS. All information shall be provided, **no clause shall be left blank**.

To facilitate the preparation of the ADS, its clauses are numbered with the same numbers as the corresponding ITA clauses. This Guide provides information to the Employer on how to enter all required information, and includes an ADS format that summarizes all information to be provided.

A. General

ITA 1.1	The identification of the Invitation for Prequalification is: [<i>insert I D number</i>]
ITA 1.1	The name of the Employer is: [<i>insert complete name of the Employer</i>]
ITA 1.1	The names, identification and number of the contracts are: [<i>insert as required</i>]
ITA 1.1	The name and identification number of the ICB are: [<i>insert I D number</i>]
ITA 2.1	The name of the Borrower is: [<i>insert complete name</i>]
ITA 2.1	The name of the Project is: [<i>insert complete name</i>]

B. Contents of the Prequalification Document

ITA 7.1	<p>For clarification purposes only, the Employer's address is: [<i>insert all information required below</i>]</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> <p>Electronic mail address:</p>
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C. Preparation of Applications

ITA 11.1 (e)	The Applicant shall submit with its application the following additional documents: [<i>specify any additional document not already listed in ITA 11.1 that must be submitted with the Application</i>]
ITA 15.2	In addition to the original, the number of copies to be submitted with the application is: [<i>insert number of copies required</i>]
ITA 15.3	The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant shall be: [<i>insert documentary requirements such as power of attorney or similar authorization</i>]

D. Submission of Applications

ITA 17.1	<p>For application submission purposes only, the Employer's address is: [<i>insert all information required below</i>]</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> <p>Electronic mail address:</p> <p>The deadline for application submission is:</p> <p>Date: [<i>insert day, month and year, i.e. 15 June 2003</i>]</p> <p>Time: [<i>insert time and identify if a.m. or p.m., i.e. 2:00 p.m.</i>]</p>
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E. Evaluation of Applications

ITA 23.1	A margin of preference [<i>insert "shall" or "shall not"</i>] apply in the bidding process corresponding to this prequalification. If a Margin of Preference applies, the procedure for evaluation will be specified in the bidding document.
ITA 24.3	The Employer [<i>insert "intends" or "does not intend"</i>] to execute certain specific parts of the Works by subcontractors selected in advance (Nominated Subcontractors). The specific parts of the works and the respective subcontractors are: [<i>if the Employer intends to execute specific parts of the works by Nominated Subcontractors, insert parts of the works and name(s) of subcontractors</i>]

F. Prequalification of Applicants

ITA 25.3	<p><i>[Use the text below in case of single contract]</i></p> <p>As stipulated in ITA 1.1, this prequalification exercise shall be for a single contract.</p> <p><i>[Use the text below in case of multiple contracts]</i></p> <p>As stipulated in ITA 1.1, this prequalification exercise shall be for multiple contracts. <i>[Continue this sentence with one of the following two alternatives taking the advice provided in the User's Guide, Page 6, Multiple Contracts into account]</i></p> <p><i>[Alternative 1]</i></p> <p>The Employer will prequalify each Applicant for a maximum contract value (bidding capacity). An Applicant shall be allowed to bid for any contract within his bidding capacity, however, he may only be awarded a maximum number of contracts for which he meets the aggregated requirements of such contract combination (award capacity). A bidder's award capacity will be determined during bid evaluation when additional information such as (i) current contract commitments, (ii) cash flow capacity, (iii) equipment to be allocated, and (iv) personnel to be fielded will be assessed.</p> <p><i>[Alternative 2]</i></p> <p>The Employer will prequalify Applicants for each contract separately. Applicants shall indicate in their applications for which contract they wish to be prequalified.</p>
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Section III. Qualification Criteria

Section III. Qualification Criteria (QLC) contains all the criteria and methods that the Employer will use to evaluate applications. The information to be provided in relation to each criterion and the definitions of the corresponding terms are included in the respective Application Forms.

ADB requires bidders to be prequalified by meeting predefined, precise minimum requirements. The method entails setting pass-fail criteria which, if not met by the applicant, result in disqualification.

The criteria adopted must relate to characteristics that are essential to ensure satisfactory execution of the contract, and must be stated in unambiguous terms. In essence, the criteria must be chosen so that only contractors who are well qualified to carry out the contract are permitted to bid. The criteria must also be set so that they neither inhibit competition nor set a predetermined number of firms to be prequalified. All firms that meet the criteria should be invited to bid.

An applicant's capabilities to perform the contracts satisfactorily are established in respect of

- **Eligibility**
- **Pending Litigation**
- **Financial Situation**
- **Experience.**

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1. Eligibility

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

1.1 Nationality

Nationality in accordance with ITA Sub-Clause 4.2.	must meet requirement	existing or intended JV must meet requirement	must meet requirement	not applicable	Forms ELI -1.1; ELI -1.2 with attachments
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1.2 Conflict of Interest

No conflicts of interest in accordance with ITA Sub-Clause 4.4.	must meet requirement	existing or intended JV must meet requirement	must meet requirement	not applicable	Application Submission Sheet
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1.3 ADB Eligibility

Not having been declared ineligible by ADB, as described in ITA Sub-Clause 4.5.	must meet requirement	existing or intended JV must meet requirement	must meet requirement	not applicable	Application Submission Sheet
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1.4 Government-owned Entity

Applicant required to meet conditions of ITA Sub-Clause 4.6.	must meet requirement	must meet requirement	must meet requirement	not applicable	Forms ELI -1.1, ELI -1.2 with attachments
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2. Pending Litigation

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	

2.1 Pending Litigation

All pending litigation shall be treated as resolved against the Applicant and so shall in total not represent more than [<i>Insert figure. The percentage should normally be within the range of 50% to 100% of an Applicant's net worth,</i>] percent of the Applicant's net worth.	must meet requirement by itself or as partner to past or existing JV	not applicable	must meet requirement by itself or as partner to past or existing JV	not applicable	Form LIT - 1
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3. Financial Situation

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

3.1 Historical Financial Performance

Submission of audited balance sheets and income statements or, if not required by the law of the applicant's country, other financial statements acceptable to the Employer, for the last <i>[Insert no. of years in words and figures. The time period should not be less than 3 years.]</i> years to demonstrate the current soundness of the applicants financial position and its prospective long-term profitability. As a minimum, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	not applicable	must meet requirement	not applicable	Form FIN - 3.1 with attachments
---	-----------------------	----------------	-----------------------	----------------	---------------------------------

The financial information provided by an Applicant should be reviewed in its entirety to allow a truly informed judgment, and the pass-fail decision on the financial position of the Applicant should be given on this basis. Any abnormal features which may lead to financial problems should alert the Employer to seek expert professional advice for further review and interpretation.

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

3.2 Average Annual Construction Turnover

<p>Minimum average annual construction turnover of US\$ [Insert US Dollar amount. The amount stated should normally not be less than $2 \times V/T$, the estimated annual turnover or cash flow in the subject contract based on a straight-line projection of the Employer's estimated cost (V), including contingencies, over the contract duration (T). The multiplier of two may be reduced for very large contracts but should not be less than 1.5.], calculated as total certified payments received for contracts in progress or completed, within the last [Insert number of years in words and figures, The time period is normally 3 years or more,] years.</p>	must meet requirement	must meet requirement	must meet [insert percentage figure, usually 25%] of the requirement	must meet [insert percentage figure, usually 40%] of the requirement	Form FIN - 3.2
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4. Experience

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

4.1 General Construction Experience

Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last [<i>Insert number of years in words and figures. The time period is normally 5 years or more, but may be reduced to not less than 3 years, in agreement with ADB under special country circumstances such as to provide opportunities for a newly privatized construction industry with only a short record of experience</i>] years prior to the applications submission deadline.	must meet requirement	not applicable	must meet requirement	not applicable	Form EXP-4.1
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Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

4.2 Specific Construction Experience

(a) Contracts of Similar Size and Nature

<p>Participation as contractor, management contractor, or subcontractor, in at least [<i>Insert number of contracts, The range should be one to three, depending on the size and complexity of the subject contract, the exposure of the Employer to risk of contractor default, and country conditions. For contracts in a developed environment with a high potential supply of construction services, three similar contracts may not limit applications, but would reduce the risk of contractor default</i>] within the last [<i>Insert number of years in words and figures. The range is normally five to ten years, and should be related to the number of similar contracts stated above and to the duration of the subject contract, e.g., ten years for two contracts of about five years' duration, or six years for two contracts of about three years' duration</i>] years, each with a value of at least US\$ [<i>Insert US Dollar amount, usually 80% of the estimated value of the subject contract</i>], that have been successfully or are substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods, technology or other characteristics as described in Section VI, Scope of Contract.</p>	must meet requirement	must meet requirement	not applicable	not applicable	Form EXP 4.2(a)
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Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	

4.2 Specific Construction Experience

(b) Construction Experience in Key Activities

For the above or other contracts executed during the period stipulated in 4.2(a) above, a minimum construction experience in the following key activities:	must meet all requirements	must meet all requirements	not applicable	not applicable	Form EXP-4.2(b)
<i>[List the production rate(s) for the key activity or activities in the subject contract. The rates should be about 80% of the estimated production rates of the key activity or activities in the subject contract as needed to meet the expected construction schedule with due allowance for adverse climatic conditions.]</i>					
<i>[X cubic meters of rock placed in rockfill dams in one year]</i>					
<i>[Y tons of asphaltic concrete per month placed in road paving]</i>					
<i>[Z cubic meters of concrete placed per ... etc.]</i>					

Section IV. Application Forms

The Employer must include in Section IV. Application Forms (APF) all forms that the Applicant must complete and submit together with the Application.

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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 the following:

- (a) We have examined and have no reservations to the Prequalification Document, including Addenda No(s)....., issued in accordance with ITA Clause 8.
- (b) We, including all subcontractors or suppliers for any part of the contract resulting from this prequalification process, if any, have nationalities of eligible countries, in accordance with ITA Sub-Clause 4.2.
- (c) We understand that at the time of bidding, we, including any subcontractors or suppliers for any part of the contract resulting from this procurement process, shall not have any conflict of interest 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 ADB.
- (e) We are not a government-owned entity. [We are a government-owned entity but 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 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:

Name of Recipient	Address	Reason	Amount
.....
.....

(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 not bound either to accept any application that you may receive or 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.

Name

In the capacity of

Signed

Duly authorized to sign the Application for and on behalf of

Date

Form ELI – 1.1

Applicant Information Sheet

Date:
 IFP No.:
 ICB No.:
 Pageof pages

Applicant Information	
Applicant's legal name	
In case of JV, legal name of each partner	
Applicant's actual or intended country of constitution	
Applicant's actual or Intended year of constitution	
Applicant's legal address in country of constitution	
Applicant's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<p>Attached are copies of the following original documents.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> 2. Authorization to represent the firm or JV named in above, in accordance with ITA Sub-Clause 15.3. <input type="checkbox"/> 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA Sub-Clause 4.1. <input type="checkbox"/> 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITA Sub-Clause 4.6. 	

Form ELI – 1.2

JV Information Sheet

for JV Partners and Specialist Subcontractors as per ITA 24.2

Date:
 IFP No.:
 ICB No.:
 Page ofpages

Each member of a JV and Specialist Subcontractors as per ITA 24.2 must fill in this form

JV / Specialist Subcontractor Information	
Applicant's legal name	
JV Partner's or Subcontractor's legal name	
JV Partner's or Subcontractor's country of constitution	
JV Partner's or Subcontractor's year of constitution	
JV Partner's or Subcontractor's legal address in country of constitution	
JV Partner's or Subcontractor's authorized representative information (name, address, telephone numbers, fax numbers, e-mail address)	
<p>Attached are copies of the following original documents.</p> <p><input type="checkbox"/> 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITA Sub-Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> 2. Authorization to represent the firm named above, in accordance with ITA Sub-Clause 15.3.</p> <p><input type="checkbox"/> 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA Sub-Clause 4.6.</p> <p><input type="checkbox"/> 4. In case of Specialist Subcontractors as per ITA 24.2 a formal intent to enter into an agreement.</p>	

Form LIT – 1

Pending Litigation

Applicant's Legal Name:
 JV Partner Legal Name:

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

Each Applicant or member of a JV must fill in this form

Pending Litigation			
<input type="checkbox"/> No pending litigation in accordance with Criteria 2.1 of Section III, Qualification Criteria <input type="checkbox"/> Pending litigation in accordance with Criteria 2.1 of Section III, Qualification Criteria, as indicated below			
Year	Matter in Dispute	Value of Pending Claim in US\$ Equivalent	Value of Pending Claim as a Percentage of Net Worth

Form FIN – 3.1

Financial Situation

Applicant's Legal Name:

Date:

JV Partner's Legal Name:

IFP No.:

ICB No.:

Page ofpages

Each Applicant or member of a JV must fill in this form

Financial Data for Previous 3 Years [US\$ Equivalent]		
Year 1:	Year 2:	Year 3:

Information from Balance Sheet

Total Assets			
Total Liabilities			
NetWorth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.
- All such documents reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
 - Historic financial statements must be audited by a certified accountant.
 - Historic financial statements must be complete, including all notes to the financial statements.
 - 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:
 JV Partner's Legal Name:.....

Date:
 IFP No.:
 ICB No.:
 Pageof pages

Each Applicant or member of a JV must fill in this form

Annual Turnover Data for the Last 3 Years (Construction only)			
Year	Amount Currency	Exchange Rate	US\$ Equivalent
Average Annual Construction Turnover			

The information supplied should be the Annual Turnover of the Applicant or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to US Dollars at the rate of exchange at the end of the period reported.

Form EXP – 4.1

General Construction Experience

Applicant's Legal Name:
 JV Partner's Legal Name:

Date:
 IFP No.:
 ICB No.:
 Page ofpages

Each Applicant or member of a JV must fill in this form

General Construction Experience				
Starting Month Year	Ending Month Year	Years	Contract Identification and Name Name and Address of Employer Brief Description of the Works Executed by the Applicant	Role of Applicant

Form EXP – 4.2 (a)

Specific Construction Experience

Applicant's Legal Name:
 JV Partner's Legal Name:.....

Date:
 IFP No.:
 ICB No.:
 Pageof pages

Fill up one (1) form per contract.

Contract of Similar Size and Nature		
Contract No of	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor	
Total Contract Amount	US\$	
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone/Fax Number E-mail		
Description of the similarity in accordance with Criteria 4.2(a) of Section III		
<i>[Insert details from Section VI, Scope of Contract, that describe size and complexity of the subject contract as well as methods and technology required. Approximate quantities of major items of work should be indicated]</i>		

Form EXP – 4.2(b)

Specific Construction Experience in Key Activities

Applicant's Legal Name: Date:
 JV Partner's Legal Name: IFP No.:
 Subcontractor's Legal Name (as per ITA 24.2):..... ICB No.:
 Page :ofpages

Fill up one (1) form per contract

Contract with Similar Key Activities		
Contract No of	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor	
Total Contract Amount	US\$	
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone Number Fax Number E-mail		
Description of the key activities in accordance with Criteria 4.2(b) of Section III		
[List the production rate(s) for the key activity(ies) in the subject contract. The rates should be about 80% of the estimated production rates of the key activity or activities in the subject contract as needed to meet the expected construction schedule with due allowance for adverse climatic conditions.]		

Section V. Eligible Countries

Section V. Eligible Countries (ELC) provides a List of Eligible Countries of the Asian Development Bank.

- A. For loans from the ADB's Ordinary Capital Resources
[Insert the most recent list of ADB member countries obtainable from the ADB Business Opportunities or the ADB's web page at www.adb.org.]

- B. For loans from ADB's Special Funds Resources
[Insert the most recent list of ADB developed member countries which have contributed to such resources and all developing member countries]

Section VI. Scope of Contract

Section VI. Scope of Contract (SOC) shall provide sufficient information to enable Applicants to understand clearly the project to be implemented, form the group to perform the contract, and efficiently and accurately prepare Applications that are realistic and competitive. The Employer prepares the Scope of Contract that shall become part of the ensuing contract to be awarded.

The Scope of Contract should be complete, precise and clear in order to avoid unnecessary requests for clarification from Applicants that may cause delays in the prequalification process. Depending on the nature of clarifications, the Employer may need to amend the Prequalification Document and eventually extend the deadline for submission of Applications.

The Employer shall assign appropriate, competent and experienced staff to prepare the Scope of Contract such that the widest possible competition is permitted, while at the same time clearly specifying the required standards of field organization and personnel, equipment, methods, workmanship and implementation schedule. A well prepared Scope of Contract ensures that a particular International Competitive Bidding (ICB) procedure shall meet the objectives of economy, efficiency, fairness and transparency.

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A. Requirements

1. Brief Description of the Scope
2. Major Contract Components
3. Estimated Quantities of Major Components
4. Methods Required
5. Contract Implementation Period

B. Supplementary Information

1. Project Country
2. Contract Site

C. Facilities to be Provided by the Employer