

# **Application for Pre-Qualification for “Construction of Nine Schools in District Muzaffarabad, AJK” for Save the Children**

*[Letterhead of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax no., telex no., cable and e-mail address]*

Date:.....

To: Manager Construction  
Save the children UK  
97, Main Double Road, F-10/1  
Islamabad

Sirs,

1. Being duly authorized to represent and act on behalf of ..... (Hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified as a bidder for the reconstruction of nine schools under the “*Construction of Nine (9) Schools in District Muzaffarabad, AJK*” project.
2. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
3. Your Agency and its authorized representatives may contact the following persons for

further information, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This application is made with the full understanding that:
- (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) Your Agency reserves the right to:
    - (i) amend the scope and value of any contract under this project; in such event bids will only be called from prequalified bidders who meet the revised requirements; and
    - (ii) reject or accept any application, cancel the prequalification process, and reject applications; and
  - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) hereabove.
  - (d) Your Agency shall not be liable for consequence of, and shall be under no

obligation to inform the applicant of the grounds for, actions taken under para 5(b) hereabove.

**Applicants who are not joint ventures should delete para 6&7 and initial the deletions**

5. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
6. We confirm that in the event that we bid, that bid as well as any resulting contract will be.
  - (a) Signed so as to legally bind all partners, jointly and severally; and
  - (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

## General Information

*All individual firms and each partner of a joint venture applying for prequalification are requested to complete the information in this form.*

1.	Name of Firm	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: Title:
4.	Fax	Telex
5.	Place of Incorporation/Registration	Year of incorporation/registration

**Application Form A-2**

## General Experience Record

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

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

<b>Annual Turnover (Construction only)</b>		
<b>Year</b>	<b>Turnover (in actual currency)</b>	<b>Equivalent Rupees in Millions.</b>
1.		
2.		
3.		
4.		
5.		

**Application Form A-3**

## Joint Venture Summary

<b>Names of all Partners of a Joint Venture</b>	
1. Lead Partner	
2. Partner	
3. Partner	
4. Partner	
5. Partner	
6. Partner	

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

<b>Annual Turnover Data (Construction only; Equivalent in Pak Rupees, Millions)</b>						
<b>Partner</b>	<b>Form A-2 Page No.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1. Lead Partner						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Partner						
<b>Total:</b>						

## Application Form A-4

# Particular Experience Record

*Name of Applicant or partner of a joint venture*

*To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.*

*On a separate page, using the format of Application Form A-5, each applicant or partner of a Joint Venture is required to list all contracts of a value equivalent to Pak Rs. **500 million**, of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last five years. The information is to be summarized, using Application Form A-5, for each contract completed or under execution by the Applicant or by each partner of a Joint Venture.*

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

**Application Form A-5**

## Details of Contracts of Similar Nature and Complexity

*Name of Applicant or partner of a joint venture*

Use a separate sheet for each contract.

1.	Name of Contract
	Country
2.	Name of Employer
3.	Employer Address .....
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify ..... .....
5.	Contract Role (Tick One) (a) Sole Contractor      (b) Sub- Contractor      (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract  Currency.....      Currency.....      Currency.....
7.	Equivalent in Pak/Rs.
8.	Date of Award
9.	Date of Completion
10.	Contract Duration (Years and Months)  ____ Years      _____ Months
11.	Specified Requirements  NIL..... ..... .....

**Application Form A-6**

**Summary Sheet: Current Contract Commitments/Works in Progress**

*Name of Applicant or partner of a joint venture*

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

<b>Name of Contract</b>	<b>Value of Outstanding work (Equivalent Pak Rs. Millions)</b>	<b>Estimated Completion Date</b>
1.		
2.		
3.		
4.		
5.		
6.		

*Note: Applicant can add more Contracts to the above list if required.*

## Application Form A-7

# Personnel Capabilities

<i>Name of Applicant</i>
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*For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form A-8).*

1.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

**Application Form A-8**

**Candidate Summary**

<i>Name of Applicant</i>
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	<b>Position</b>	<b>Candidate</b> [Tick appropriate one] <input type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

*Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.*

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

**Application Form A-9**

## Equipment Capabilities

<i>Name of Applicant</i>
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*The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment being proposed to undertake the project. A separate Form shall be prepared for each item of equipment being proposed.*

<b>Item of Equipment</b>		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
Source	7. Indicate source of the equipment  <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	

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

Owner	8. Name of owner	
	9. Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreement	Details of rental/lease specific to the Project.	

**Application Form A-10**

## Financial Capability

<i>Name of Applicant or Partner of a Joint Venture</i>
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*Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the **audited balance sheets** should be attached.*

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	Telex

*Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous five years, based upon known commitments, projected assets and liabilities in Pak Rupees equivalent for the next two years.*

Financial information in Pak Rs. or equivalent	Actual: previous five year					Projected: next two years	
	1	2	3	4	5	6	7
1. Total assets							
2. Current assets							
3. Total liabilities							
4. Current liabilities							
5. Profits before taxes							
6. Profits after taxes							

*Specific proposed sources of financing to meet the cash flow of the Project.*

<b>Source of financing</b>	<b>Amount (Pak Rs. or equivalent)</b>
1.	
2.	
3.	
4.	

*Attach audited financial statements for the last five years (for individual applicant or each partner of joint venture).*

*Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns, if audits are not required by the laws of their countries of origin in case of foreign firms.*

