# PREQUALIFICATION/ELIGIBILITY FOR LOCAL COMPETITIVE BIDDING

# INSTRUCTIONS TO APPLICANTS

## Name of the Project: Growth with Equity in Mindanao Program

(USAID Contract No. 492-C-00-08-00001-00)

*(**Note:** Applicants are requested to follow the guidelines and instructions carefully while preparing the Prequalification documents and to provide all requested information and certifications in order to avoid the potential for delays in evaluation or rejection of the application).*

### 1.0 SCOPE OF BID

1.1 The Philippines has received a grant from the United States Agency for International Development (USAID) for implementing the Growth with Equity in Mindanao Program (the Project) and will apply a portion of the proceeds of this grant to finance various regional impact projects for which this Invitation for Prequalification and Eligibility is issued.

1.2 The Project is being implemented by the Louis Berger Group, Inc. through the Project Management Office (PMO) of the Growth with Equity in Mindanao Program (GEM). The Project will be implemented in Mindanao, but primarily in the Autonomous Region in Muslim Mindanao (ARMM) and other conflict affected areas in Mindanao. The regional impact projects proposed to be taken up under the Program cover a broad range of sectors, including: port development, water supply, roads, bridges, irrigation, drainage and flood control, and possibly other general civil works.

1.3 The scope of the work under each contract package remains to be determined during the preparation of the detailed design, but it is expected that the individual contract packages to be tendered under Local Competitive Bidding procedures will range in value from PHP 20 million up to over PHP 100 million, with construction periods ranging between six months up to one year. As such, these works should be of interest to a wide range of contractors with varying levels of expertise, including general civil works contractors based in Mindanao and national contractors with large project experience and expertise.

1.4 GEM will prequalify contractors for the regional impact projects that will be implemented under the Program under several different categories, based on the type of the work and on the financial capability of the applicant. Works will be tendered on a Unit Cost basis under the Federal Acquisition Regulation (FAR) of the US Government. It is expected that the Invitations to Bid for the various contract packages will start to be issued from August 2008, and that tendering will continue in a phased manner through to January 2012. The groups and representative types of work included in each category are described below.

**Nature of Work of Each Group for Prequalification**

**Group A: Port Development**

- Construction of new piers and wharfs including all fenders, berthing facilities, etc.
- Rehabilitation of existing piers, including all civil, electrical, and mechanical works.
- Construction of support facilities for ports, including access roads, warehouses, office buildings, and terminals as well as water supply, drainage, illumination, communications systems, etc. serving the port area.

**Group B: Water Supply**

- Construction of clear water pumping stations including all civil, electrical, mechanical, pumping, and instrumentation works, and providing, erecting, testing, commissioning of systems, etc.
- Rehabilitation of existing pumping stations, including all civil, electrical, pumping and mechanical works.
- Construction of overhead or ground level reservoirs, with or without pumping stations, including all related enclosures, pipelines, electrical and mechanical works, etc.
- Design, construction, testing and development of tube wells and shallow wells along with the design and supply of pumps, construction of suitable pumping station and switch room, supply and installation of necessary pipelines and measuring systems, etc.
- Construction of earthen reservoirs for raw water storage.
- Supplying, laying, jointing, testing and commissioning various diameter water transmission lines and/or distribution systems, along with all pumps, valves, chambers, and appurtenances, etc.

**Group C: Roads and Bridges**

- Constructing of new roads and/or widening, strengthening and improving existing roads along with related drainage works, intersection improvements, signaling, etc.
- Construction of bridges, flyovers, overpasses, etc.

**Group D: Irrigation**

- Construction of new canals or reservoirs and/or rehabilitation existing irrigation canals along with related water management structures, pumping stations, and drainage works
- Construction of subproject affected infrastructure such as road culverts and small bridges, etc.
- Construction and testing of tube wells and shallow wells along with supply of pumps, construction of suitable pumping stations and/or switch rooms, supply and installation of necessary pipelines and measuring systems, etc.

**Group E: Drainage and Flood Control**

- Construction of new and/or rehabilitation existing drainage channels along with related structures, and pumping stations as well as subproject affected infrastructure such as erosion control structures, road culverts, and small bridges, etc.

**Group F: General Civil Works**

- General civil works such as construction of buildings, storm water drains, parking lots and pavements, environmental improvements, replacing water service lines and service connections, etc., along with all other allied activities.

1.5 Prequalification is open to firms from the Philippines.

1.6 USAID is the Funding Agency for the Project. The PMO of the GEM Program, represented by the Contracts, Accounting, and Administrative Office based in Davao City, will be responsible for calling for bids and implementing the works.

1.7 The GEM PMO shall prepare designs, supervise construction, and assure quality control. The GEM PMO will begin issuing job orders for civil works from about the second quarter of 2008.

## 2.0 INFORMATION ABOUT THE PROJECT AREA

2.1 The regional impact projects will be implemented in Mindanao, but primarily in the ARMM and surrounding provinces. The location map of the ARMM and surrounding provinces is enclosed.

## 3.0 SUBMISSION OF APPLICATIONS

3.1 Applications for prequalification must be submitted in sealed envelopes, which must be delivered either by hand, courier or registered mail to the Office of the Chief of Party, GEM; Attention: Program Manager for Contracts, at 2/F,Damosa Business Center, Damosa Complex, Angliongto Ave., Lanang, Davao City 8000, Philippines. **This prequalification is a continuing process and as such, GEM appreciates receiving application not later than third week of each month to give GEM time for review and evaluation of the documents, and if found eligible, request USAID approval to allow eligible applicant to participate in GEM biddings.** Submissions must be clearly marked *"Application to Prequalify for Construction of Regional Impact Projects under Local Competitive Bidding Procedures under the Growth with Equity in Mindanao Program"*. GEM reserves the right to accept or reject late applications.

3.2 The name and mailing address of the applicant is to be clearly marked on the left hand side of the envelope.

3.3 All the information requested for prequalification will be answered in the English language. Where information is provided in another language this will be accompanied by a translation of its pertinent parts into English. This translation will govern and be used for interpreting the information.

3.4 Failure to provide information that is essential to evaluate the applicant's qualifications, or to provide timely clarifications or substantiation of the information supplied, shall result in disqualification of the applicant.

## 4.0 QUALIFICATION CRITERIA

4.1 GEM will determine the eligibility of each applicant to participate in procurement being financed by USAID. Only applicants from the Philippines are eligible to apply. Applicants shall specify, in their letter of application, the subproject group or groups for which they wish to be prequalified.

4.2 The eligibility criteria– experience, financial capacity and technical capability (inclusive of equipment and staff available with the contractor) – of each applicant will be compared with a minimum set of predetermined values. To be prequalified, the applicant must attain at least the minimum value for each group of factors.

4.3 Experience: An applicant's experience will be judged on the basis of his number of years experience as a main contractor or as a lead partner in a joint venture, and on the nature and type of works that he has undertaken during the past 10 years. An applicant who does not have a minimum of five years experience as a main or lead contractor in the area of expertise being considered will not be eligible to be prequalified for that Group. The evaluation will be based on the number of contracts of a similar nature, size, and value that have been completed in the last ten years of operation, and the applicant shall submit copies of Notices to Proceed and Completion Certificates in support of their experience claims.

4.4 Financial Capacity: An applicant's financial capability will be judged on the basis of his turnover and income from contracting, his current net worth, and the value of the unfinished portion of any current contracts or contract commitments. If an applicant feels that its

financial capacity may be insufficient, he may include with the application a letter of guarantee issued by a bank or surety company to supplement the application. This letter of guarantee should be addressed to the Chief of Party, GEM, Attention: Contracts Manager and should guarantee that, in case the contract is awarded to the applicant, the applicant will be provided with a revolving line of credit for an amount specified in the letter of guarantee. Such revolving line of credit should be maintained until the works are taken over.

Financial limits for bidding and award of contracts will be determined by GEM during evaluation, and successful applicants will be notified of these limits when the prequalification exercise has been completed. Generally, applicants will be prequalified to participate in bidding for contracts with the costs varying from about US$ 50,000 and above.

Depending on their individual financial capabilities, qualified contractors will be eligible to bid on more than one contract, and will be eligible for award of one or more contracts provided that the cumulative value of all awarded contracts does not substantially exceed the financial limit for which they have been prequalified. Contractors who have been awarded works up to their financial limits, as determined during prequalification or on subsequent updating, will not be invited to participate in subsequent bids.

*Note: All financial statements regarding the applicant's annual turnover, statement of net worth, and outstanding value of current contract commitments are to be certified by an independent external auditor.*

4.5 Technical Capability: An applicant's technical capability will be evaluated based on the applicant's proposals for general project organization and site management, the qualifications and experience of his key staff, the availability and source of major construction equipment, and the general proposals for establishing site laboratories, and maintaining quality control. The applicant must possess an adequate number of site personnel having considerable relevant experience in execution of the works. The applicant should demonstrate that he has access to adequate key equipment for construction, standby power, material handling and vehicles, etc. for the relevant nature and type of works. The average age of the equipment will also be considered in evaluation.

4.6 In case the applicant proposes to use named subcontractors for critical components (specialized) of the work and/or professional services for services such as detailed engineering surveys, etc., the subcontractors must have enough capacity to execute such works and the division of work among subcontractors should be satisfactory. The details of those subcontractors and the agencies providing professional services must be submitted in Form 8.

4.7 Other parameters such as the structure and organization of the applicant such as legal status, adequate structure covering all disciplines, bank guarantee, and litigation history, etc. will be given due consideration in evaluation.

## 5.0 CONFLICT OF INTEREST

5.1 The applicant must not be associated with the Louis Berger Group, Inc. or any other entity that has prepared the designs, specifications, and other prequalification and bidding documents for the proposed works. Any such association may result in the applicant's disqualification.

## 6.0 GENERAL

6.1 Only firms that have been prequalified under this procedure will be invited to bid for GEM Regional Impact Projects. Firms will have to submit updated financial capability information and information as to on-going projects at the time of bidding to assess capability to the undertake the project. A qualified firm may submit only one bid for each individual contract. If a firm submits more than one bid, all of its bids for that particular contract will be rejected. The above notwithstanding, this rule will not apply in respect of specialist subcontractors that are used by more than one bidder.

6.2 Bidders will be required to provide Bid Securities for each contract that they subsequently bid upon in the form of a Bank Draft or Bank Guarantee from any bank or surety company in the Philippines favoring the Louis Berger Group, Inc. for an amount which will be not less than 20% of the bid price. The successful bidder will subsequently be required to provide a Performance Security in the amount of 100% of the Contract Price. Examples of the acceptable forms will be supplied with the bidding documents.

6.3 If the application is made by a partnership firm, it shall be signed by all partners of the firm with their full name and current address, or by a partner holding the Power of Attorney for the firm. In such case, a copy of the Power of Attorney shall be submitted along with the completed documents.

6.4 If the application is made by a limited company or corporation, it shall be signed by a person holding the Power of Attorney, in which case a copy of the Power of Attorney shall be submitted.

6.5 Even though the applicant meets all the qualifying criteria, he is subject to be disqualified if he has:

- made misleading or false representation in the forms, statements, and attachments submitted; and/or
- demonstrated a record of poor performance such as abandoning works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.

6.6 GEM reserves the right to:

(i) amend the scope and value of any contract to be bid, in which case the contract will be bid only amongst those prequalified bidders that meet the requirements of the contract as amended;

(ii) reject or accept any application; and

(iii) cancel the prequalification and eligibility process and reject all applications.

6.7 Applicants will be advised in writing, within 30 days of the last date of submission of applications, of the result of their application and the names of the prequalified applicants, without assigning any reason for GEM's decision.

## 7.0 FORMATS TO BE USED

7.1 Applicants are required to submit the completed document in the following formats and forms attached to this invitation:

| | | |
|---|---|---|
| (a) | Letter of Application | |
| (b) | Summary Sheet | |
| (c) | General Information | Form 1 |
| (d) | Structure and Organization | Form 1A |

| | | |
|---|---|---|
| (e) | General Experience Record | Form 2 |
| (f) | Particular Experience Record | Form 3 |
| (g) | Details of Contracts of Similar Nature and Complexity | Form 3A |
| (h) | Current Contract Commitments | Form 4 |
| (i) | Personnel and Staff Proposed for the Project | Form 5 |
| (j) | Experience Summary of Key Personnel for the Project | Form 5A |
| (k) | Equipment Proposed for Use on the Project | Form 6 |
| (l) | Financial Capability | Form 7 |
| (m) | Proposed Subcontractors for Professional Services | Form 8 |

7.2 Along with the above, the applicant should also enclose copies of the following:

(a) Income tax clearance certificates for the last three years.
(b) Applicant's audited balance sheets for the last three years.
(c) Legal status, place of incorporation, Memorandum of Understanding, and Articles of Association.
(e) Solvency certificate from the Bank.
(f) Power of Attorney of the persons signing the document.
(g) Proof of experience in the form of work orders and/or completion certificates as stated in para 4.3.
(h) Registration certificates with any national, provincial, or ARMM government department.
(i) Description of the laboratory facilities and quality control program the contractor proposes to provide for ensuring the quality of the works and its conformance to the specifications.
(j) Organization Chart of the Company.

**Attachments**

Attached are the following sample documents for the applicant's convenience.

| | | |
|---|---|---|
| (1) | General Location Map Showing the Project Area | Figure 1 |
| (2) | Letter of Application | |
| (3) | Summary Sheet | |
| (4) | General Information | Form 1 |
| (5) | Structure and Organization | Form 1A |
| (6) | General Experience Record | Form 2 |
| (7) | Particular Experience Record | Form 3 |
| (8) | Details of Contracts of Similar Nature and Complexity | Form 3A |
| (9) | Current Contract Commitments | Form 4 |
| (10) | Personnel and Proposed Staff for the Project | Form 5 |
| (11) | Experience Summary of Key Personnel for the Project | Form 5A |
| (12) | Equipment Proposed for Use on the Project | Form 6 |
| (13) | Financial Capability | Form 7 |
| (14) | Proposed Subcontractors for Professional Services | Form 8 |

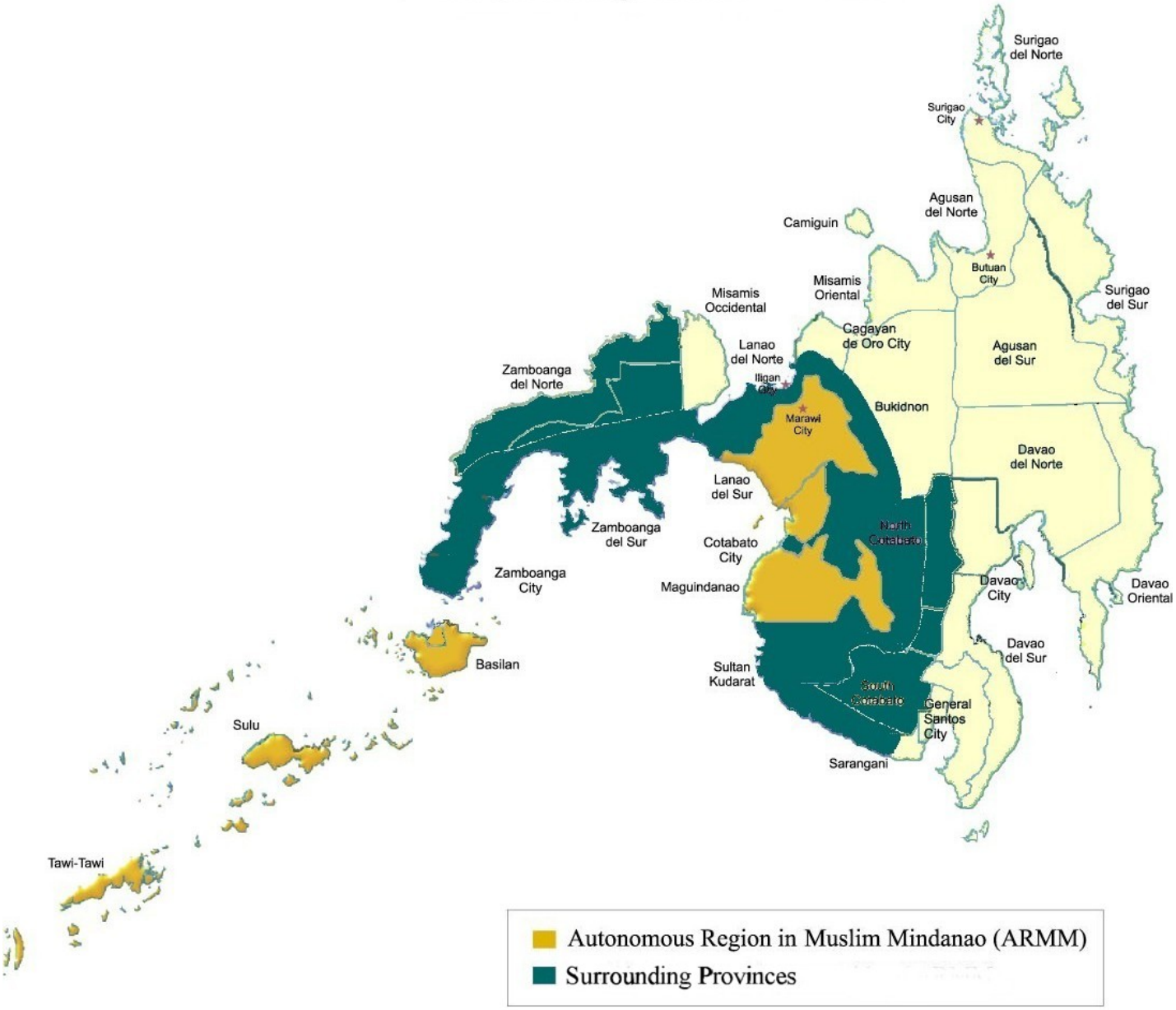
- *Note: The italicized notes and footnotes in the above attachments are not part of the main text; they contain guidance and instructions for the applicants*.

Figure 1

**General Location Map of Mindanao**

Autonomous Region in Muslim Mindanao (ARMM)

and Surrounding Provinces



# LETTER OF APPLICATION

(*To be submitted on the letterhead paper of the applicant.*

Date: _____, 200__

To:
The Chief of Party
Attention: Contracts Manager
Growth with Equity in Mindanao (GEM) Program
2/F, 1 Ladislawa Building
Buhangin, Davao City 8000
Philippines

**Subject: Request for Prequalification and Eligibility for Construction under the Regional Impact Projects of the Growth with Equity in Mindanao Program**

Sir,

1. Being duly authorized to act on behalf of _____ (*name of the applicant)*, hereinafter referred to as the "Applicant", and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified as a bidder for the following types of works under the subject Project with approximate funding limits of PHP 20 million with a number of projects to over PHP 100 million:

   **Name of the Project: Growth with Equity in Mindanao Program**

   **Type of the Work Applied For:**

   *(Bidders shall specify their desired group(s) from the following list)*

   **Group A: Port Development**
   **Group B: Water Supply**
   **Group C: Roads and Bridges**
   **Group D: Irrigation**
   **Group E: Drainage and Flood Control**
   **Group F: General Civil Works**

2. Attached to this letter are certified true copies of the following original documents defining:
   (i) the Applicant's legal status;
   (ii) the principal place of business;
   (iii) the place of incorporation (for applicants that are corporations);
   (iv) Power of Attorney for the authorized signatory; and
   (v) fully completed forms as set forth in the Instructions to Applicants, including all substantiating information.

4. GEM 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 GEM to verify statements and information provided in this application or with regard to the resources, experience, and competence of the applicant.

5. GEM and its authorized representatives may contact the following persons for further information:

Primary Person:

Name :
Designation :
Address :
Telephone :
Fax :
Email :

Secondary Person:

Name :
Designation :
Address :
Telephone :
Fax :
Email :

6. This application is made in full understanding that:
   (a) bids by prequalified bidders will be subject to verification of all information submitted for prequalification at the time of bidding;
   (b) your agency reserves the right, without assigning any reasons for its actions and decisions, to amend the scope of the works bid under this Project; in such event bids will be called only from prequalified bidders that meet the revised requirements;
   (c) your agency reserves the right, without assigning any reasons for its actions and decisions, to reject or accept any application, cancel the prequalification process and reject all applications; and
   (d) your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for such actions and decisions

7. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed : _____

Name : _____

For and on behalf of : _____

**SUMMARY SHEET**

1. Name and address of Contractor or Firm:

2. Average Annual turnover for contract works (billings for works in progress + completed) for the last three years (as per Form 2): PHP_____ million per year.

3. Net Worth (as per Sl. No. 7 of Form 7): PHP _____ million.

4. Total Value of outstanding works of Current Contract Commitments (as per Form 4): PHP _____ million.

5. Relevant experience in works for similar nature and complexity.

| Details of work | Year of Completion or Commissioning | Value (PHP Million) |
|---|---|---|

*(Provide separate details for each Group applied for)*

6. Completion or Commissioning Certificates of completed work and Satisfactory Progress Certificates of ongoing works enclosed: Yes / No

(Signature of the
authorized signatory
with date and seal)

**Note**: *1. This Summary Sheet must be filled up without fail, and should conform to the information contained in the document.*

**FORM 1**

## GENERAL INFORMATION

| | | |
|---|---|---|
| 1. | Name of firm: | |
| 2. | Head office address: | Local office address (if any): |
| 3. | Contact name:<br>Telephone: | Contact name:<br>Telephone: |
| 4. | Fax: | Fax: |
| 5. | Place of incorporation or registration: | Year of incorporation or registration: |
| 6. | Main lines of business: | |

| Nationality of Owners | | |
|---|---|---|
| | Name | Nationality |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

1. *All firms applying for prequalification and eligibility are requested to complete the information in the Forms 1 and 1A. Nationality Information to be provided for all owners of applicants.*

**FORM 1A**

## STRUCTURE AND ORGANIZATION

1. The applicant is
   a) an individual
   b) a proprietary firm
   c) a firm in partnership
   d) a Limited Company or Corporation

2. Number of years of experience

   a) as a Main or Lead Contractor (contractor shouldering major responsibility)
      (i) in own Country
      (ii) other Countries (specify Country)

   b) in a voluntarily formed Joint Venture
      (i) in own Country
      (ii) other Countries (specify Country)

   c) as sub-contractor (specify main Contractor)
      (i) in own Country
      (ii) other Countries (specify Country)

3. For how many years has your Organization been in business of similar work under its present name?

4. What were your fields when your Organization was established?

5. Whether any new fields were added in your Organization? And if so, when?

6. Were you ever required to suspend construction for a period of more than six months continuously after you started? If so, give the name of project(s) and reasons.

7. Have you ever left the work awarded to you incomplete? (If so, give name of project and reasons for not completing work.)

8. In which fields of construction do you claim specialization and interest?

9. Give details of your experience in the Groups that you have applied for. Provide any relevant information that you feel will assist in evaluating your qualifications and experience.

10. Give details of your experience in using heavy equipment and specialized techniques that are relevant to the Groups that you have applied for.

11. Give details of your testing laboratory facilities and describe the quality control methods and procedures that you would use during construction.

12. Attach an Organization Chart showing the structure of the company, including the names of the Directors and position of officers.

13. Attach a generic Preliminary Site Organization Chart showing the structure and organization that you propose to use for site operations, including key positions required for implementing the works.

14. Provide a narrative description of the typical site organization and general responsibilities of the key personnel proposed for the works.

15. Describe the relationship between the head office and site management. Indicate clearly what responsibilities and authorities will be delegated to the site management.

**FORM 2**

## GENERAL EXPERIENCE RECORD

| Name of Applicant: |
|---|
| |

| Annual turnover data for past three years **(construction works only)** | |
|---|---|
| Year | Turnover in PHP Million |
| 200__ | |
| 200__ | |
| 200__ | |
| Three Year Average | |

1. *All firms must complete the information in this form. The information supplied should be the annual turnover in terms of the amount billed to clients for each year for work in progress or completed during the last three years.*

2. *The information provided shall be certified by an independent auditor.*

**FORM 3**

## PARTICULAR EXPERIENCE RECORD

**GROUP _____: _____**

*(List only those works that are similar to the proposed works for which the prequalification is sought.* ***Use separate forms for each Group applied****.)*

| Name of Applicant |
|---|
| |

| No. | Work Description | Date of Award | Completion Date | Value in PHP Million |
|---|---|---|---|---|
| | | | | |
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1. *In the table above, list only those works which have similar nature and complexity to the nature of work applied. The details of each of the works mentioned in the table above must be provided separately in Form 3-A.*
2. *Provide copies of Work Orders and/or Completion Certificates for each project. Work orders and testimonials will be verified if required.*

**FORM 3A**

## DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

| Name of Applicant |
|---|
| |

*(Use a separate sheet for each contract)*

| | |
|---|---|
| 1. | Name of Contract |
| 2. | Country |
| 3. | Name of Employer |
| 4. | Employer's Address |
| 5. | Nature of works and special features relevant to this sector and Project |
| 6. | Contract role (check one)<br>o Sole Contractor o Sub-Contractor o Partner in a Joint Venture |
| 7. | (a) Value of the total contract (in PHP million at completion, or at date of award for current contracts):<br><br>(b) Value of your firm's portion of the total contract (in PHP million at completion, or at date of award for current contracts): |
| 8. | Date of Award |
| 9. | Date of Completion |
| 10. | Contract duration (years and months) _____ years _____ months |
| 11. | Specified requirements |
| 12. | Name and professional qualifications of applicant's Engineer-in-Charge of the work: |
| 13. | Were there any penalties, fines, stop notice, compensation, or liquidated damages imposed? (Yes or No). If yes, give amount and explanation. |

**FORM 4**

## CURRENT CONTRACT COMMITMENTS

| Name of Applicant |
|---|
| |

| Name of Contract | Name of Client | Value of firm's portion of total contract (PHP Million) | Stipulated date of Completion | Value of outstanding work (PHP Million) | Estimated completion date |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| Total Value of Outstanding Contract Commitments | | | | | |

1. *Details shall be provided for all works which are at various stages of execution, including works for which work orders have been received but work is yet to start, or works approaching completion but for which full completion certificates are yet to be issued, are to be provided.*

2. *Details as available at the time of preparation of this document have to be provided.*

3. *The statement of current contract commitments is to be certified by an independent auditor.*

**FORM 5**

## PERSONNEL AND STAFF PROPOSED FOR THE PROJECT

| Name of Applicant |
|---|
| |

| | |
|---|---|
| 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 |

1. *Provide summary details of the qualified personnel, both technical and managerial, who will occupy key positions in the proposed works, such as Engineer-in-Chief, Project Manager and the Superintendents or Discipline Heads directly under him. Information should be provided for all positions that the Contractor feels are essential for successful implementation of the works. Particular attention should be paid to the personnel who will be posted at the site and who will be directly responsible for execution of the works.*

2. *Curriculum Vitae of the proposed personnel should be submitted separately in Form 5A.*

**FORM 5A**

## EXPERIENCE SUMMARY OF KEY PERSONNEL FOR THE PROJECT

| Name of Applicant |
|---|
| |

| Position | | Candidate<br>O Prime O Alternate |
|---|---|---|
| Candidate information | 1. Name of candidate | 2. Date of Birth |
| | 3. Professional qualifications | |
| Present Employment | 4. Name of Employer | |
| | Address of Employer | |
| | Telephone | Contact (Manager or Personnel Officer) |
| | Fax | Email |
| | 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.*

| From | To | Company, Project, Position<br>Relevant Technical and Management experience |
|---|---|---|
| | | |
| | | |
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**FORM 6**

## EQUIPMENT PROPOSED FOR USE ON THE PROJECT

| Name of Applicant |
|---|
| |

*Submit the following information for equipment owned by the Applicant or partner.*

| Item of Equipment | | |
|---|---|---|
| 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<br>o Owned o Rented o Leased o Specially manufactured | |

| | | |
|---|---|---|
| Owner | 8. Name of Owner | |
| | 9. Address of owner | |
| | Telephone | Contact name and title |
| | Fax | Email |
| Agreements | Details of rental, lease, or manufacture agreements specific to the Project | |

1. *List the key equipment for construction, standby power, material handling, transport vehicles, etc., which the firm proposes to use for the proposed works.*
2. *The applicant should clearly demonstrate that he has access to all key equipment which will be required for the successful completion of the works.*
3. *Provide an overall summary, and use separate sheets to describe each major equipment item.*

**FORM 7**

## FINANCIAL CAPABILITY

| Name of Applicant |
|---|
| |

| | | |
|---|---|---|
| Bank | Name of Bank | |
| | Address of Bank | |
| | Telephone | Contact Name and Title |
| | Fax | Email |

| Financial information in PHP Million | Actual: Previous three financial years | | |
|---|---|---|---|
| | 200__ | 200__ | 200__ |
| 1. Total assets | | | |
| 2. Current assets | | | |
| 3. Total liabilities | | | |
| 4. Current liabilities | | | |
| 5. Profits before taxes | | | |
| 6. Profits after taxes | | | |
| 7. Net worth | | | |
| 8. Working Capital | | | |

*(Specify the sources of credit line to meet the cash flow demands of the Project)*

| Source of financing | Amount (PHP Million) |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

1. *Applicants are required to provide financial information to demonstrate that they have access to adequate financial resources to meet the cash flow requirements of the proposed works and other existing commitments.*
2. *Each applicant must fill in the form. If necessary, use separate sheets to provide complete banker information.*
3. *Copies of the Audited Financial Statements, including Balance Sheets, for the last three years (for the individual applicant or each partner of a joint venture) are to be attached. Firms owned by individuals or partnerships may submit their balance sheets certified by a Certified Public Accountant and supported by copies of tax returns if audits are not required by the laws of their countries of origin.*
4. *The statement of Net Worth is to be certified by an independent external auditor.*
5. *Sources of available credit must be from the large Filipino banks (in terms of assets). The banks that meet this condition are listed below.*

| *No.* | *Bank* | *No.* | *Bank* |
|---|---|---|---|
| *1.* | Allied Banking Corporation | *14.* | Philippine Banking Corporation |
| *2.* | Asianbank Corporation | *15.* | Philippine National Bank |
| *3.* | Banco De Oro Universal Bank | *16.* | Philippine Trust Bank |
| *4.* | Bank of Commerce | *17.* | Philippine Veterans Bank |
| *5.* | Bank of the Philippine Islands | *18.* | Pilipinas Bank |
| *6.* | China Banking Corporation | *19.* | Prudential Bank |
| *7.* | East West Banking Corporation | *20.* | Rizal Commercial Banking Corporation |
| *8.* | Equitable PCI Bank | *21.* | Security Bank Corporation |
| *9.* | Far East Bank and Trust | *22.* | Solidbank Corporation |
| *10.* | International Exchange Bank | *23.* | Traders Royal Bank |
| *11.* | Land Bank of the Philippines | *24.* | Union Bank of the Philippines |
| *12.* | Metropolitan Bank and Trust | *25.* | United Coconut Planters Bank |
| *13.* | Philippine Bank of Communications | *26.* | Urban Bank |

**FORM 8**

## PROPOSED SUBCONTRACTORS FOR PROFESSIONAL SERVICES

*Provide details of proposed subcontractors or professional services, if any, for each sector that the applicant wishes to be prequalified under.*

| Section of Works | Name(s) and Address(es) of Subcontractors or Professional Services | Description & Location of Similar Works Previously Executed | Turnover 200__ in PHP Million |
|---|---|---|---|
| | | | |
| | | | |
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