Prequalification Document for

Procurement of Goods

Lot-3: Supply, Delivery and Installation of Office Furniture and Accessories

Client: Ministry of Housing and Infrastructure

Funding Agency: Saudi Fund for Development, OFID and Government of Maldives

25th October 2017

**Summary Description**

This Standard Prequalification Document (SPD) consists of Prequalification Document for Procurement of Goods (Prequalification Procedures and Supply Requirements) with guidance notes for filling of specific data.

A brief description of this document is given below.

**Prequalification Document for Procurement of Supply, Delivery and Installation of Office Furniture and Accessories**

**PART 1 – PREQUALIFICATION PROCEDURES Section I. Instructions to Applicants (ITA)**

This Section provides information to help the Applicants in preparing and submitting their Applications for Prequalification (“Applications”). Information is also provided on opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

**Section II. Prequalification Data Sheet (PDS)**

This Section includes provisions that are specific to each prequalification and supplement Section I, Instructions to Applicants.

**Section III. Qualification Criteria and Requirements**

This Section specifies the methods, criteria, and requirements to be used to determine how Applicants shall be prequalified and later invited to bid.

**Section IV. Application Forms**

This Section includes the Application Submission Form and other forms required to be submitted with the Application.

**Section V. Eligible Countries**

This Section contains information regarding eligible countries.

**PART 2 – GOODS REQUIREMENTS**

**Section VII. Scope of Supply, Delivery and Installation**

This Section includes a summary description, delivery and completion schedules, and Site and other Data of the Goods subject of this prequalification.

**Pre-qualification Document for**

**Procurement of:**

Supply, Delivery and Installation of Office Furniture and Accessories for S. Hithadhoo Regional hospital

**Invitation for Prequalification No.:** (IUL)13-K/13/2017/ 168

**ICB/MC No.:** TES/2017/G-018

**Project:** S. Hithadhoo Regional Hospital Project

**Employer:** Ministry of Housing and Infrastructure

**Country:** Maldives

**Issued on:** 25th October 2017

**Preface**

This Prequalification Document for Procurement of Goods is based on the Standard Prequalification Document prepared by the Islamic Development Bank[[1]](#footnote-1).

This document is adopted by Ministry of Housing and Infrastructure, Maldives for the sole purpose of procurement of Goods for Seenu Hithadhoo Regional Hospital Project, financed by the Saudi Fund for Development (SFD) and OPEC Fund for International Development (OFID). Minor modifications have been brought to reflect the specific requirements of funding agency and Goods being prequalified.

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PART 1 – Prequalification Procedures

Section I. Instructions to Applicants

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**Section I. Instructions to Applicants**

## A. General

|  |  |
| --- | --- |
| 1. Scope of Application | 1.1 In connection with the Invitation for Prequalification[[2]](#footnote-2) indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as defined in the **PDS,** issues this Prequalification Document (“Prequalification Document”) to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for the Goods described in Section VII, Scope of Supply, Delivery and Installation. |
| 2. Source of Funds | 2.1 The Beneficiary (hereinafter called “Beneficiary”) indicated in the **PDS** has received financing (hereinafter called “funds”) from the Saudi Fund for Development (SFD) and OPEC Fund for International Development (OFID) (hereinafter called “the Funding Agency”) towards the cost of the project named in the **PDS.** The Beneficiary intends to apply a portion of the funds to eligible payments under the contract resulting from the bidding for which this prequalification is conducted. Payment by the Funding Agency will be made only at the request of the Beneficiary and upon approval by the Funding Agency, and will be subject, in all respects, to the terms and conditions of the financing agreement. No party other than the Beneficiary shall derive any rights from the financing agreement or have any claim to the funds. |
| 3. Corrupt and Fraudulent Practices | 3.1 The Funding Agency requires compliance with its policy in regard to corrupt and fraudulent practices as set forth herein.  3.2 In further pursuance of this policy, Applicants shall permit and shall cause its agents to permit the Funding Agency to inspect all accounts, records and other documents relating to the submission of the Application, bid submission (in case prequalified), and contract performance (in the case of award), and to have them audited by auditors appointed by the Funding Agency.  3.3 The Funding Agency requires that Beneficiaries as well as Applicants, Bidders, Suppliers, Contractors and Consultants under Funding Agency Financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Funding Agency:  (a) Defines, for the purposes of this provision, the terms set forth below as follows:  (i) *“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and*  (ii) *“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Beneficiary, and includes collusive practices among Applicants (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition;*    (b) will reject a proposal for award if it determines that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and  (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Funding Agency-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Funding Agency-financed contract |
| 4. Eligible Applicants | 4.1 Applicants shall meet the eligibility criteria as per clause 5.1. For the purpose of applying the eligibility criteria listed in this Clause 4 and 5, references to the “Applicant” include all entities involved or intended to be involved with the proposed Goods (including all partners and any of their affiliates that directly or indirectly control, or are controlled by or are under common control with the firm), specialized sub-contractors, consultants, manufacturers or suppliers (as mentioned in Form ELI-1.2 Applicant’s Party Information Form), and the personnel of each, for any part of the contract including related services.  4.2 An Applicant may be a firm that is a private entity, a government-owned entity—subject to ITA 4.9 - or a combination of such entities in the form of a joint venture, (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The JV shall nominate an authorized representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, bidding (in the event the JV submits a bid) and during contract execution (in the event the JV is awarded the Contract).Unless specifiedin the **PDS**, there is no limit on the number of members in a JV. |
|  | 4.3 A firm may apply for prequalification both individually, and as part of a joint venture, or as a sub-contractor. If prequalified, it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture or as a sub-contractor. However, a firm may participate as a sub-contractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.  4.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified applicant will be allowed to bid for the same contract. All bids submitted in violation of this procedure will be rejected. |
|  | 4.5 An Applicant may have the nationality of any member countries, subject to the restrictions pursuant to ITA 5.1. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed specialized sub-contractors or suppliers for any part of the Contract including related Services. |
|  | 4.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer or Beneficiary as Engineer for contract implementation of the works or services that are the subject of this prequalification. |
|  | 4.7 An Applicant that is under a declaration of ineligibility by the Funding Agency in accordance with ITA Clause 3, at the date of submission of the application or thereafter, shall not be considered. |
|  | 4.8 The list of debarred firms and individuals is available at the electronic address specified in the **PDS**. |
|  | 4.9 Government-owned enterprises or institutions in the Employer’s Country may participate only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent agencies of the Employer[[3]](#footnote-3). To be eligible, a government-owned enterprise or institution shall establish to the Funding Agencies’ satisfaction, through all relevant documents, including its Charter and other information the Funding Agency may request, that it: (i) is a legal entity separate from the government (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to the government, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution. |
|  | 4.10 An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid–Securing Declaration. |
|  | 4.11 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request. |
| 5. Eligibility | 5.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated in Section V. The countries, persons or entities are ineligible if (a) as a matter of law or official regulations, the Beneficiary’s country prohibits commercial relations with that country, provided that the Funding Agency is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, the Beneficiary’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.  5.2 All goods and related services to be supplied under the Contract to be financed by the Funding Agency shall have as their country of origin an eligible country of the Funding Agency (see Section V, Eligible Countries). |
|  | B. Contents of the Prequalification Document |
| 6. Sections of Prequalifica­tion Document | 6.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8. |
|  | PART 1 Prequalification Procedures   * Section I. Instructions to Applicants (ITA) * Section II. Prequalification Data Sheet (PDS) * Section III Qualification Criteria and Requirements * Section IV. Application Forms * Section V. Eligible Countries   PART 2 Goods Requirements   * Section VII. Scope of Supply, Delivery and Installation |
|  | 6.2 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail. |
|  | 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document. |
| 7. Clarification of Prequali­fication Document and Pre-Application Meeting | 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 **PDS.** 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 the applications. The Employer shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Employer, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Employer shall also promptly publish its response at the web page identified in the **PDS**. Should the Employer deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 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 an Addendum. |
|  | 8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all prospective Applicants who have obtained the Prequalification Document from the Employer. The Employer shall promptly publish the Addendum at the Employer’s web page identified in the **PDS**. |
|  | 8.3 To give prospective Applicants reasonable time to take an Addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2. |
|  | C. Preparation of Applications |
| 9. Cost of Applications | 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process. |
| 10. Language of Application | 10.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Employer, shall be written in the language specified in the **PDS.** Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **PDS,** 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 Form, in accordance with ITA 12.1;  (b) written confirmation authorizing the signatory of the application to commit the Applicant, in accordance with ITA 15.3;  (c) documentary evidence establishing the Applicant’s eligibility, in accordance with ITA 13.1;  (d) documentary evidence establishing the Applicant’s qualifications, in accordance with ITA 14; and  (e) Any other document required as specified in the **PDS**. |
| 12. Application Submission Form | 12.1 The Applicant shall complete an Application Submission Form as provided 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 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 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(s) in accordance with Section III, Qualification Criteria and Requirements, 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 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. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.  15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the **PDS,** and clearly mark them **“COPY”**. In the event of any discrepancy between the original and the copies, the original shall prevail.  15.3 An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the firm or JV it represents, during the prequalification and bidding periods and during contract execution. The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant shall be as specified in the PDS. In case of a JV the authorization shall be signed by an authorized representative of the parties comprising the Applicant, and shall include the name and position held by the person signing the authorization. The authorizations shall be attached to the application. |
|  | D. Submission of Applications |
| 16. Sealing and Identification of Applications | 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:  (a) bear the name and address of the Applicant;  (b) be addressed to the Employer, in accordance with ITA 17.1; and  (c) bear the specific identification of this prequalification process indicated in the PDS 1.1.  (d) bear a warning not to open before the time and date for application opening, in accordance with ITA 19.1. |
|  | 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above. |
| 17. Deadline for Submission of Applications | 17.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline indicated in the **PDS.** When so specified in the **PDS,** Applicants have the option of submitting their Applications electronically, in accordance with electronic application submission procedures specified in the **PDS.** |
|  | 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 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 applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. |
| 19. Opening of Applications | 19.1 The Employer shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 18.1.  19.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS.**  19.3 The Employer shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants. |
|  | E. Procedures for Evaluation of Applications |
| 20. Confidential­ity | 20.1 Information relating to the Applications, their evaluation and result shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28. |
|  | 20.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Employer on any matter related to the prequalification process (except as specified in 20.1 above), may do so only in writing. |
| 21. Clarification of Applications | 21.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing. |
|  | 21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer’s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application. |
| 22. Responsive­ness of Applications | 22.1 The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant. |
| 23. Domestic Bidder Price Preference | 23.1 Unless otherwise specified in the **PDS,** a margin of preference for domestic bidders[[4]](#footnote-4) shall not apply in the bidding processresulting from this prequalification. |
| 24. Sub-contrac­tors | 24.1 Unless otherwise stated in the **PDS,** the Employer does not intend to execute any specific elements of the Works or Goods by sub-contractors selected in advance by the Employer**.**  24.2 The Employer may decide to permit subcontracting for certain specialized works or services as indicated in Section III 4.2, Experience. The Employer may do so at its own initiative or at the request of the Applicants during the prequalification process (if justified). When subcontracting is permitted by the Employer, the specialized sub-contractors experience shall be considered for evaluation. Section III describes the qualification criteria for sub-contractors.  24.3 Applicants may propose subcontracting to the percentage of the total value of the contract or the volume of works or services mentioned in the **PDS** and as further described in ITA 25.2. |
|  | F. Evaluation of Applications and Prequalification of Applicants |
| 25. Evaluation of Applications | 25.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract. |
|  | 25.2 Applicants planning to subcontract more than 10% of total volume of work shall specify, in the Application Submission Form, the activity (ies) or parts of the works or services to be subcontracted along with complete details of the sub-contractors and their qualification and experience. The sub-contractors proposed shall be fully qualified for their work proposed, and meet the specified criteria in Section III, failing which such sub-contractors will not be permitted to participate. The qualification and experience of sub-contractors proposed by the Applicant under ITA 24.3 will not be considered for evaluation of the Applicant. Only the qualification of specialist subcontractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of Applicant. The Applicant on its own (without taking into account the general experience and financial resources of the sub-contractor) should meet the prequalification criteria. |
|  | 25.3 Unless otherwise indicated in the PDS, this prequalification shall be for a single contract.  25.4 Unless otherwise elsewhere stated in this document, only the qualifications of the Applicant shall be considered. In particular, the qualifications of a parent or other affiliated company that is not party to the Applicant under a JV in accordance with ITA 4.2 (or participating as a sub-contractor as per ITA 25.2) shall not be considered. |
| 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 the Applicants. |
| 27. Prequalifica­tion of Applicants | 27.1 All Applicants who’s Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.  27.2 An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.  27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids. |
| 28. Notification of Prequalifica­tion | 28.1 The Employer shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.  28.2 Applicants that have not been prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified. |
| 29. Invitation for Bids | 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 or conditionally prequalified. |
|  | 29.2 Bidders may be required to provide a Bid Security or a Bid-Securing Declaration acceptable to the Employer in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents. |
| 30. Changes in Qualifications of Applicants | 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids. |

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| Section II. Prequalification Data Sheet | | |
| **A. General** | | |
| **ITA 1.1** | | The identification of the Invitation for Prequalification is:  (IUL)13-K/13/2017/ 168  The Employer is: : Ministry of Housing and Infrastructure, Male’, Maldives  The list of contracts is: Supply, Delivery and Installation of:  Lot-3: Office Furniture and Accessories  ICB/MC name and number are: TES/2017/G-018 |
| **ITA 2.1** | | The name of the Beneficiary is: *Government of Maldives*  The name of the Project is: S. Hithadhoo Regional Hospital Project- Lot-3: Office Furniture and Accessories |
| **ITA 4.2** | | Maximum number of members in the JV shall be: *not limited* |
| **ITA 4.8** | | The electronic address of firms and individuals debarred by the Funding Agency is:NA |
| **B. Contents of the Prequalification Document** | | |
| **ITA 7.1** | | For **clarification purposes,** the Employer's address is:  National Tender,  Ministry of Finance and Treasury  Ameenee Magu, Male’  Republic of Maldives  Tel: (960)3349104, (960)3349106  Fax: (960)3324432  E-Mail: [ahmed.jinah@finance.gov.mv](mailto:ahmed.jinah@finance.gov.mv)  Copy to: [tender@finance.gov.mv](mailto:ahmed.jinah@finance.gov.mv) |
| **ITA 7.1 & 8.2** | | Web page: [www.finance.gov.mv](http://www.finance.gov.mv) |
| **ITA 7.2** | | Pre-Application Meeting will be held: *No* |
| **C. Preparation of Applications** | | |
| **ITA 10.1** | This Prequalification document has been issued in the *English* language*.*  All correspondence exchange shall be in English language.  The Application as well as all correspondence shall be submitted in English  Language for translation of supporting documents and printed literature is English. | |
| **ITA 11.1 (d)** | The Applicant shall submit with its Application, the following additional documents:   * *Power of Attorney issued to the authorized signatory.* | |
| **ITA 15.2** | In addition to the original, the number of copies to be submitted with the Application is: *two*  *1Authentic copy of the original with the sign and stamp,*  *1Authentic softcopy of the original bid with sign and stamp.* | |
| **D. Submission of Applications** | | |
| **ITA 17.1** | The deadline for Application submission is:  **Date: 14th November 2017**  **Time: 11:00hrs**  Applicants do not have the option of submitting their Applications electronically.  If electronic submission of Applications shall be permitted, the electronic application submission procedures shall be: NA  For application submission purposes only, the Employer's address is:  [insert information requested below or insert “Employer’s address is the same as that indicated in 1.1]  National Tender,  Ministry of Finance and Treasury  Ameenee Magu, Male’  Republic of Maldives | |
| **ITA 18.1** | Late applications will be rejected. | |
| **ITA 19.1** | The opening of the Applications shall be at *on* ***14th October 2017 at 11:00 hrs****.*  National Tender,  Ministry of Finance and Treasury  Ameenee Magu, Male’  Republic of Maldives | |
| **ITA 19.2** | If electronic submission of Applications shall be permitted, electronic Application opening procedures are: *NA* | |
| **E. Procedures for Evaluation of Applications** | | |
| **ITA 23.1** | A margin of preference *shall* apply for eligible joint venture of **domestic and Saudi bidders.** | |
| **ITA 24.1** | At this time the Employer *does not intend* to execute certain specific parts of the Goods by sub-contractors selected in advance. | |
| **ITA 24.3** | Maximum percentage of subcontracting permitted is the lesser value of 100% of the volume of Goods *or 40% of the whole Goods*.  Applicants planning to subcontract more than 20% of total volume of Goods shall specify, in the Application Submission Form, the activity (ies) or parts of the Goods to be subcontracted along with complete details of the sub-contractors and their qualification and experience. The qualification and experience of the sub-contractors must meet the minimum criteria for the relevant Goods to be sub-contracted failing which such sub-contractors will not be permitted to participate. | |

Section III. Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

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[3. Financial Situation 24](#_Toc107899638)

[4. Experience 25](#_Toc107899639)

| **Eligibility and Qualification Criteria** | | | **Compliance Requirements** | | | | **Documentation** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Subject** | **Requirement** | **Single Entity** | **Joint Venture (existing or intended)** | | | **Submission Requirements** |
| **All Parties Combined** | **Each Member** | **One Member** |
| 1. Eligibility | | | | | | | |
| 1.1 | **Nationality** | Nationality in accordance with ITA 4.5 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| 1.2 | **Conflict of Interest** | No conflicts of interest in accordance with ITA 4.6 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Application Submission Form |
| 1.3 | **Eligibility** | Not having been declared ineligible by the Funding Agency, as described in ITA 4.7 and 5.1 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Application Submission Form |
| 1.4 | **Government Owned Entity of the Beneficiary country** | Meet conditions of ITA 4.9 | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| 1.5 | **United Nations resolution or Beneficiary’s country law or Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union.** | Not having been excluded as a result of prohibition in the Beneficiary’s country laws or official regulations against commercial relations with the Applicant’s country, or the Boycott Regulations of the Organization of the Islamic Cooperation, the League of Arab States and the African Union, both in accordance with ITA 5.1 and Section V. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Forms ELI – 1.1 and 1.2, with attachments |
| 2. Historical Contract Non-Performance | | | | | | | |
| 2.1 | **History of Non-Performing Contracts**[[5]](#footnote-5) | Non-performance of a contract[[6]](#footnote-6) did not occur as a result of contractor’s default since 1st January *2013.* | Must meet requirement | Must meet requirements | Must meet requirement | N/A | Form CON-2 |
| 2.2 | **Suspension Based on Execution of Bid Securing Declaration by the Employer** | Not under suspension based on execution of a Bid Securing Declaration pursuant to ITA 4.10. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Application Submission Form |
| 2.3 | **Pending Litigation** | Applicant’s financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant | Must meet requirement | N/A | Must meet requirement | N/A | Form CON – 2 |
| 2.4 | **Litigation History** | No consistent history of court/arbitral award decisions against the Applicant[[7]](#footnote-7) since 1st January *2013* | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON – 2 |
| 3. Financial Situation and Performance | | | | | | | |
| 3.1 | **Financial Capabilities** | (i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as USD 500,000 *(United States Dollars Five Hundred thousand)* for the subject contract(s) net of the Applicants other commitments  (ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on supply, delivery and installation currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of the Applicant’s country, other financial statements acceptable to the Employer, for the last *five* years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability. | Must meet requirement  Must meet requirement  Must meet requirement | Must meet requirement  Must meet requirement  N/A | N/A  N/A  Must meet requirement | N/A  N/A  N/A | Form FIN – 3.1, with attachments |
| 3.2 | **Average Annual Turnover** | Minimum average annual turnover (from supply, delivery and installation of medical equipment and plants) of US$ *1 million (United States Dollars One million)* calculated as total certified payments received for contracts in progress and/or completed within the last five years, | Must meet requirement | Must meet requirement | Must meet *25% (twenty five percent)* of the requirement | Must meet *40% (forty percent)* of the requirement | Form FIN – 3.2 |
| 4. Experience | | | | | | | |
| 4.1 (a) | **General Supply and Installation Experience** | Experience under contracts in the role of main contractor, JV member, sub-contractor, or management contractor for at least the last *five* years, starting 1st January *2013* | Must meet requirement | N/A | Must meet requirement | N/A | Form EXP – 4.1 |
| 4.2 (a) | **Specific Supply, Installation & Contract Management Experience** | Participation as contractor or subcontractor, in at least two (2) contracts within the last five (5) years, each with a value of at least USD 100,000 (one hundred thousand united states dollars) that have been successfully or substantially[[8]](#footnote-8) completed and that are similar[[9]](#footnote-9) to the proposed supply, delivery and installation. | Must meet requirement | Must meet requirement[[10]](#footnote-10) | N/A | N/A | Form EXP 4.2(a) |
| *“(ii) For the following specialized Goods and Services, the Employer permits specialized sub-contractors as per ITA 24.2”*   1. *Installation, Testing and Commissioning of Medical Plants & Equipment* | Must meet requirement for one contract (Requirement can be met through a Specialized Sub-contractor)” | Must meet requirement for one contract | “N/A” | Must meet requirement (Requirement can be met through a Specialized Sub-contractor) | Form EXP 4.2(a) |
| 4.2 (b) |  | For the above and any other contracts completed and under implementation as contractor, joint venture member, management contractor or sub-contractor between 1st January *2013* and application submission deadline, a minimum supply, delivery and installation experience in the following key activities successfully completed[[11]](#footnote-11):   1. Supply, Deliver and Installation with Complex services integration; or 2. *Experience in specialised supply, deliver and installation.* | Must meet requirements | Must meet requirements | N/A | Must meet the following requirements for the key activities listed below   1. Supply, Deliver and Installation with Complex services integration; or 2. *Experience in specialised supply, deliver and installation.* | Form EXP – 4.2 (b) |

Section IV. Application Forms

**Table of Forms**

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[Construction Experience in Key Activities 42](#_Toc108424570)

Application Submission Form

Date: *……. November 2017*ICB/MC No. and title: *[insert ICB number and title]*

To: *Mr. Ahmed Mujuthaba, Director General, National Tender, Ministry of Finance and Treasury, Male’, Maldives.*

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

(a) We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum].*

(b) We have no conflict of interest in accordance with ITA 4.6;

(c) We meet the eligibility requirements as stated ITA 4.1; we have not been suspended by the Employer based on execution of a Bid Securing Declaration in accordance with ITA 4.10;

(d) We, in accordance with ITA 24.2, plan to subcontract the following key activities and/or parts of the supply, delivery and installation:

*[Insert any of the key activities identified in Section III- 4.2(a) or (b) which the Employer has permitted under the Prequalification document and which the Applicant intends to subcontract along with complete details of the sub-contractors, their qualification and experience]*

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
| *[insert full name for each occurrence]* | *[insert street/ number/city/country]* | *[indicate reason]* | *[specify amount currency, value, exchange rate and US$ equivalent]* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application]*

(f) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

(g) All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

*Name [insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant’s Name *[insert full name of Applicant or the name of the JV]*

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

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

[For an a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

**Form ELI -1.1**

Applicant Information Form

Date: *[insert day, month, year*]  
ICB/MC No. and title: *[insert ICB/MC number and title]*  
Page *[insert page number]* of *[insert total number]* pages

|  |
| --- |
| Applicant's name  *[insert full name]* |
| In case of Joint Venture (JV), name of each member:  *[insert full name of each member in JV]* |
| Applicant's actual or intended country of registration:  *[indicate country of Constitution]* |
| Applicant's actual or intended year of incorporation:  *[indicate year of Constitution]* |
| Applicant's legal address [in country of registration]:  *[insert street/ number/ town or city/ country]* |
| Applicant's authorized representative information  Name: *[insert full name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 4.5.  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.  🞎 In case of Government-owned enterprise or institution, in accordance with ITA 4.9 documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Applicant is not dependent agency of the Employer   2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form ELI -1.2**

Applicant's Party Information Form

*[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Sub-contractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]*

Date: *[insert day, month, year]*ICB/MC No. and title: *[insert ICB/MC number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |
| --- |
| Applicant name:  *[insert full name]* |
| Applicant's Party name:  *[insert full name of Applicant's Party]* |
| Applicant's Party country of registration:  *[indicate country of registration]* |
| Applicant Party's year of constitution:  *[indicate year of constitution]* |
| Applicant Party's legal address in country of constitution:  *[insert street/ number/ town or city/ country]* |
| Applicant Party's authorized representative information  Name: *[insert full name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| 1. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 4.5.  🞎 In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status, in accordance with ITA 4.9.  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**Form CON – 2**

Historical Contract Non-Performance, Pending Litigation and Litigation History

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant’s Name: *[insert full name]*Date: *[insert day, month, year]*Joint Venture Party Name:*[insert* *full name]*ICB/MC No. and title: *[insert ICB/MC number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Qualification Criteria and  Requirements | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.  🞎 Contract(s) not performed since 1st January *[insert year]* specified in Section III, Qualification Criteria and Requirements, requirement 2.1 | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Reason(s) for non-performance: *[indicate main reason(s)]* | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements | | | |
| 🞎 No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2. | | | |
| 🞎 Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| *[insert year]* | *[insert amount]* | Contract Identification: [*indicate complete contract name, number, and any other identification*]  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Employer” or “Contractor”]*  Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]* | *[insert amount]* |
| 🞎 No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2.  🞎 Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below. | | | |
| **Year of award** | **Outcome as percentage of Net Worth** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| *[insert year]* | *[insert percentage]* | Contract Identification: [*indicate complete contract name, number, and any other identification*]  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Matter in dispute: *[indicate main issues in dispute]*  Party who initiated the dispute: *[indicate “Employer” or “Contractor”]*  Status of dispute: *[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]* | *[insert amount]* |

**Form FIN – 3.1**

Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant’s Name: *[insert full name]* Date: *[insert day, month, and year]*

Applicant’s Party Name*:[insert full name]*

ICB/MC No . and title: *[insert ICB number and title]*

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

**1. Financial data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Financial information in**  **(currency)** | **Historic information for previous**  *[insert number] years,*  *[insert in words]*  **(amount in currency, currency, exchange rate\*, USD equivalent)** | | | | |
|  | Year 1 | Year 2 | Year 3 | Year4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| **Information from Income Statement** | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| **Cash Flow Information** | | | | | |
| Cash Flow from Operating Activities |  |  |  |  |  |

\* Refer ITA 14 for the exchange rate

**2. Sources of Finance**

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on supply, delivery and installation currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**3. Financial documents**

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

(a) Reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) Be independently audited or certified in accordance with local legislation.

(c) Be complete, including all notes to the financial statements.

(d) Correspond to accounting periods already completed and audited.

🞎 Attached are copies of financial statements[[12]](#footnote-12) for the *[number]* years required above; and complying with the requirements

**Form FIN - 3.2**

Average Annual Turnover

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's/Joint Venture Member's Name: *[insert full name]*Date: *[insert day, month, year]*Applicant's Party Name: *[insert full name]*ICB/MC No. and title: *[insert ICB/MC number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual turnover data** | | | |
| **Year** | **Amount**  **Currency** | **Exchange rate\*** | **USD equivalent** |
| *[indicate calendar year]* | *[insert amount and indicate currency]* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | Average Annual Turnover \*\* |  |

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total USD equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, Clause 3.2.

**Form EXP - 4.1**

General Construction Experience

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*

Applicant's/Joint Venture Member's Name: *[insert full name]*Date: *[insert day, month, year]*Applicant JV Party Name: *[insert full name]*ICB/MC No. and title: *[insert ICB number]*Page *[insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate supply, delivery and installation over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1.List contracts chronologically, according to their commencement (starting) dates.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting**  **Year** | **Ending**  **Year** | **Contract Identification** | **Role of**  **Applicant** |
| *[indicate year]* | *[indicate year]* | Contract name: *[insert full name]*  Brief Description of the Goods performed by the  Applicant: *[describe supply, delivery and installation performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Goods performed by the  Applicant: *[describe supply, delivery and installation performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |
|  |  | Contract name: *[insert full name]*  Brief Description of the Goods performed by the  Applicant: *[describe supply, delivery and installation performed briefly]*  Amount of contract: *[insert amount in currency, mention currency used, exchange rate and US$ equivalent\*]*  Name of Employer: *[indicate full name]*  Address: *[indicate street/number/town or city/country]* | *[insert "Prime Contractor” or “JV Member” or "Sub-contractor” or "Management Contractor”]* |

\* Refer ITA 14 for date and source of exchange rate.

**Form EXP - 4.2(a)**

**Specific Supply, Deliver, Installation and Contract Management Experience**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's/Joint Venture Member's Name: *[insert full name]*Date: *[insert day, month, year]*JV Party Name: *[insert full name]*ICB/MC No. and title: *[insert ICB/MC number and title]*Page *[insert page number]* of *[insert total number]* pages

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Similar Contract No.**  *[insert number]* of *[insert number of similar contracts required]* | **Information** | | | | |
| Contract Identification | *[insert contract name and number, if applicable]* | | | | |
| Award date | *[insert day, month, year, i.e., 15 June, 2015]* | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2017]* | | | | |
| Role in Contract  *[check the appropriate box]* | Prime Contractor 🞎 | | Member in  JV  🞎 | Management Contractor  🞎 | Sub-contractor 🞎 |
| Total Contract Amount | *[insert total contract amount in local currency]* | | | US$ *[insert*  *Exchange rate and total contract amount in US$*  *equivalent]\** | |
| If member in a JV or sub-contractor, specify participation in total Contract amount | *[insert a percentage amount]* | *[insert total contract amount in local currency]* | | *[insert exchange rate and total contract amount in US$ equivalent]\** | |
| Employer's Name: | *[insert full name]* | | | | |
| Address:  Telephone/fax number  E-mail: | *[indicate street / number / town or city / country]*  *[insert telephone/fax numbers, including country and*  *city area codes]*  *[insert e-mail address, if available]* | | | | |

\* Refer ITA 14 for date and source of exchange rate.

**Form EXP - 4.2(a) (cont.)**

**Specific Supply, Delivery, Installation and Contract Management Experience (cont.)**

|  |  |
| --- | --- |
| **Similar Contract No.**  *[insert number]* of *[insert number of similar contracts required]* | **Information** |
| Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III: |  |
| 1. Amount | *[insert amount in local currency, exchange rate, US$ in words and in Figures]* |
| 2. size of required Goods items | *[insert physical size of items]* |
| 3. Complexity | *[insert description of complexity]* |
| 4. Methods/Technology | *[insert specific aspects of the methods/technology involved in the contract]* |
| 5. Supply, Delivery and Installation rate for key activities | *[insert rates and items]* |
| 6. Other Characteristics | *[insert other characteristics as described in Section VII, Scope of Supply, Delivery and Installation]* |

**Form EXP - 4.2(b)**

Supply, Delivery and Installation Experience in Key Activities

Applicant's Name: *[insert full name]*Date: *[insert day, month, year]*Applicant's Party Name: *[insert full name]*Sub-contractor's Name[[13]](#footnote-13) (as per ITA 24.2 and 24.3): *[insert full name]*ICB/MC No. and title: *[insert ICB/MC number and title]*

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

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, Clause 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Information** | | | | |
| Contract Identification | *[insert contract name and number, if applicable]* | | | | |
| Award date | *[insert day, month, year, i.e., 15 June, 2015]* | | | | |
| Completion date | *[insert day, month, year, i.e., 03 October, 2017]* | | | | |
| Role in Contract  *[check the appropriate box]* | Prime Contractor  🞎 | Member in  JV  🞎 | | Management Contractor  🞎 | Sub-contractor  🞎 |
| Total Contract Amount | *[insert total contract amount in contract currency(ies)]* | | | US$ *[insert exchange rate and total contract amount in US$ equivalent]* | |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year  *[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]* | Total quantity in the contract  (i) | | Percentage  participation  (ii) | | Actual Quantity Performed  (i) x (ii) |
| Year 1 |  | |  | |  |
| Year 2 |  | |  | |  |
| Year 3 |  | |  | |  |
| Year 4 |  | |  | |  |
| Employer’s Name: | *[insert full name]* | | | | | |
| Address:  Telephone/fax number  E-mail: | *[indicate street / number / town or city / country]*  *[insert telephone/fax numbers, including country and*  *city area codes]*  *[insert e-mail address, if available]* | | | | | |

2. Activity No. Two

3. …………………

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

Section V. Eligible Countries

**Eligibility for the Provision of Goods, Works and Services in Bank-Financed  
Procurement**

In reference to ITA 5.1, for the information of the Applicants, at the present time firms and individuals, supply of goods, or contracting of works or services, from the following countries are excluded from this prequalification process:

Under ITA 5.1 (a)  *[insert a list of the countries following approval by the Funding Agency to apply the restriction or state “none”]*

Under ITA 5.1 (b)  *[list the countries or state “none”]*

PART 2 – Goods Requirements

Section VII. Scope of Supply, Delivery and Installation

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1. Description of the Goods

The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in Section VI, Scope of Supply, Delivery and Installation. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted.

The Goods under this contract comprise of supply, delivery and installation of Office Furniture and Accessories required for the completion of S. Hithadhoo Regional Hospital. The planned tertiary hospital project involves the conversion of an existing convention center building (5230 sqm as footprint area) and construction of 2 single storey reinforced concrete frame buildings with a footprint of about 1200 sqm each and a total built-up area of about 11303 sqm (excluding landscaped areas). The Civil Works of the project is being carried out by the design and build contractor, and is not included under this Contract.

Facilities/departments, to be equipped with Office Furniture and Accessories (such as tables, chairs, computers, filing racks, printers, ELV equipment, etc.) in the hospital complex, in relation to this contract include the following:-

* Administration Building
* General Areas
* General OPD
* Urology
* Bronchoscopy & Respiratory
* Orthopedic & Surgery
* Pediatrics & Gynecology
* EYE / ENT / Dental
* ICU/CCU/HDU/
* Internal Medicine & Dermatology
* Hematology & Nephrology
* Dialysis
* Endoscopy
* Psychiatry
* Blood Bank
* Accidents & Emergency
* A&E Theatre
* Maternity Department (Including Delivery Suites)
* Audiometry & Speech Therapy
* Emergency Theatre For Labour
* Laboratory Services
* Cardiology & EEG Department
* Radiology Department (Including X-Ray, CT Scan, MRI, etc)
* Physiotherapy Department
* Family Planning & RHU
* CSSD
* Operation Theatre
* NICU
* General ICU & HDU
* Wards (Orthopedic & Trauma, ENT / Dermatology / Eye, Surgical, Medical, Gynecology, Private)
* Isolation Ward

2. Supply, Delivery and Installation Period

It is envisaged that the supply, delivery and installation period will be a maximum period of **3 (three) months including mobilization**. It is intended that the project take-over on completion will be done as a single event and no partial handover is expected at this time.

3. Site and Other Data

The project site is on the island of Hithadhoo in Addu City. The plot allocated for the project extends over an area of approximately 77,028.45 sqm. The topography and other environmental conditions are generally typical of the islands of the Maldives. The island of S. Hithadhoo has a commercial port where boats can alongside and loading/unloading can be done normally (The supplier needs to confirm the availability of port and the extent of services they provide). The City has an international airport in S. Gan, an island which can be reached 15-20 minutes, by land from S. Hithadhoo.

1. The Standard Prequalification Document is based on the Master Procurement Document “Prequalification Document for Procurement of Works and User’s Guide” developed by the Multilateral Development Banks and International Financing Institutions and represents the best practices of these institutions. [↑](#footnote-ref-1)
2. The Invitation for Prequalification (IFP) provided information for potential bidders to decide whether to participate, including the essential items listed in the Standard Prequalification Document and also any important or specialized prequalification requirements requested to qualify for the prequalification. [↑](#footnote-ref-2)
3. Other than Force Account units, as permitted under paragraph 3.6 of the Procurement Guidelines. [↑](#footnote-ref-3)
4. An individual firm is considered a domestic bidder for purposes of the margin of preference if it is registered or incorporated in the member country of the Employer, has more than 50 percent ownership by nationals of the member country of the Employer, and if it does not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign contractors JVs are considered as domestic bidders and eligible for domestic preference only if the individual member firms are registered in the member country of the Employer, have more than 50 percent ownership by nationals of the country of the Employer, and the JV shall be registered in the country of the Beneficiary. The JV shall not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign firms. JVs between foreign and national firms will not be eligible for domestic preference. [↑](#footnote-ref-4)
5. This requirement also applies to contracts executed by the Applicant as JV member. [↑](#footnote-ref-5)
6. Non performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted. [↑](#footnote-ref-6)
7. The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application. [↑](#footnote-ref-7)
8. Substantial completion shall be based on 80% or more supply, delivery and installation completed under the contract. [↑](#footnote-ref-8)
9. The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in Section VI, Scope of Goods. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted. [↑](#footnote-ref-9)
10. In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated. [↑](#footnote-ref-10)
11. Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period. The rate of production shall be the annual production rate for the key construction activity (or activities). For the rate of production, either the average during the entire period or in any one or more years during the period should be specified. [↑](#footnote-ref-11)
12. If the most recent set of financial statements is for a period earlier than 12 months from the date of application, the reason for this should be justified. [↑](#footnote-ref-12)
13. If applicable [↑](#footnote-ref-13)