**Section 4**

**BIDDING FORMS**

**PART B GENERAL AND FINANCIAL INFORMATION**

# 4.1 Bidders Qualification

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

Form ELI - 1: Bidder’s Information Sheet

|  |  |  |
| --- | --- | --- |
| Bidder’s Information | | |
| Bidder’s legal name |  |
| In case of JV, legal name of each partner |  |
| Bidder’s country of constitution |  |
| Bidder’s year of constitution |  |
| Bidder’s legal address in country of constitution |  |
| Bidder’s authorized representative  (name, address, telephone numbers, fax numbers, e-mail address) |  |
| Attached are copies of the following original documents.   * 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2. * 2. Authorization to represent the firm or JV named in above, in accordance with ITB 22.2. * 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. * 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5. | |

Form ELI - 2: JV Information Sheet

Each member of a JV must fill in this form

|  |  |
| --- | --- |
| JV Information | |
| Bidder’s legal name |  |
| JV Partner’s legal name |  |
| JV Partner’s country of constitution |  |
| JV Partner’s year of constitution |  |
| JV Partner’s legal address in country of constitution |  |
| JV Partner’s authorized representative information  (name, address, telephone numbers, fax numbers, e-mail address) |  |
| Attached are copies of the following original documents.   * 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2. * 2. Authorization to represent the firm named above, in accordance with ITB 20.2. * 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5. | |

Form LIT - Pending Litigation

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

|  |  |  |  |
| --- | --- | --- | --- |
| Pending Litigation | | | |
| * No pending litigation in accordance with Criteria 3.3.2 of Section 3 (Evaluation and Qualification Criteria) * Pending litigation in accordance with Criteria 3.3.2 of Section 3 (Evaluation and Qualification Criteria) | | | |
| Year | Matter in Dispute | Value of Pending Claim in MVR Equivalent | Value of Pending Claim as a Percentage of Net Worth |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Form FIN - 1: Financial Situation

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

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Data for Previous 3 Years [MVR Equivalent] | | | |
|  | Year 2018: | Year 2017: | Year 2016: |

Information from Balance Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Total Assets |  |  |  |
| Total Liabilities |  |  |  |
| Net Worth |  |  |  |
| Current Assets |  |  |  |
| Current Liabilities |  |  |  |
| Working Capital |  |  |  |

Information from Income Statement

|  |  |  |  |
| --- | --- | --- | --- |
| Total Revenues |  |  |  |
| Profits Before Taxes |  |  |  |
| Profits After Taxes |  |  |  |
| * Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions. * All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies. * Historic financial statements must be audited by a certified accountant. * Historic financial statements must be complete, including all notes to the financial statements. * Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). | | | |

Form FIN - 2: Average Annual Turnover

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

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Turnover Data for the Last 3 Years | | | |
| Year | Amount  Currency | Exchange  Rate | MVR  Equivalent |
| 2018 |  |  |  |
| 2017 |  |  |  |
| 2016 |  |  |  |
| Average Annual Turnover | | |  |

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

Form FIN – 3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

|  |  |  |
| --- | --- | --- |
| Financial Resources | | |
| **No.** | **Source of financing** | **Amount (MVR equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

Form FIN- 4: Current Contract Commitments

Bidders and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |
| --- |
| Current Contract Commitments |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Contract** | **Employer’s**  **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[Current MVR Equivalent]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [MVR/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

Form EXP – 1: General Experience

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

| General Experience | | | | |
| --- | --- | --- | --- | --- |
| Starting  Month  Year | Ending  Month  Year | Years | Contract Identification and Title  Name and Address of Employer  Brief Description of the Works Executed by the Bidder | Role of Bidder |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Form EXP – 2(a): Specific Experience

Fill up one (1) form per contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Contract of Similar Size and Nature | | | |
| **Contract No** . . . . . . **of** . . . . . . | Contract Identification |  | |
| Award Date: |  | Completion Date |  |
| Role in Contract | * Contractor | * Management Contractor | * Subcontractor |
| Total Contract Amount | MVR | | |
| If partner in a JV or subcontractor, specify participation of total contract amount | Percent of Total | Amount | |
| Employer’s Name  Address  Telephone/Fax Number  E-mail |  | | |
| Description of the similarity in accordance with Criteria 3.3.3(b) of Section 3 | | | |
|  | | | |

|  |  |
| --- | --- |
| The Bidder has participated as contractor, management contractor, or subcontractor, in at least. **One water supply/Sewerage** contract within the last **Ten years**, with a value of at least **MVR 20 Million (Twenty Million Maldivian Rufiyaa)** that have been successfully or are substantially completed and that are similar to the proposed system and services. The similarity shall be based on the physical size and environment, complexity, methods, technology or other characteristics as described in Section7 (Employer’s Requirements) |  |

**Form EXP - 2(b): Specific Experience in Key Activities**

Fill up one (1) form per contract

|  |  |  |  |
| --- | --- | --- | --- |
| Contract with Similar Key Activities | | | |
| **Contract No** . . . . . . **of** . . . . . . | Contract Identification |  | |
| Award Date |  | Completion Date |  |
| Role in Contract | * Contractor | * Management Contractor | * Subcontractor |
| Total Contract Amount | MVR | | |
| If partner in a JV or subcontractor, specify participation of total contract amount | Percent of Total | Amount | |
| Employer’s Name  Address  Telephone Number  Fax Number  E-mail |  | | |
| Description of the key activities in accordance with Criteria 3.3.4 of Section 3 | | | |
| 1. Pipe laying (water supply/Sewerage) 2. RO plant construction 3. Pump Stations construction |  | | |