

**For Rehabilitation / Maintenance of
Sea Defense Structures, Roads and Bridges, Buildings
(Civil Works Contracts)**

SECTION 1 – INSTRUCTIONS TO APPLICANTS

1. The Ministry of Public Infrastructure will utilise the information provided by applicants to produce a database for 2018, with respect Civil Works Contracts.
2. Applicants are to indicate the category of Civil Works for which they wish to be prequalified. One or more category may be selected.
3. Applicants are to indicate their Region of preference for execution of work as indicated in Form PRE 1. (Area of preference to be ticked). Applicants may select one or several areas of preference.
4. Applicants are requested to complete the tables in Section 2 of the Application Forms.
5. Tendered documents **must** be accompanied by:
 - A valid copy of the Company/ Business Registration.
 - Curriculum Vitae of key personnel
 - Financial statements for 2016 and 2017
 - Letter of line of Credit
 - Organisational Chart
 - List of equipment and proof of ownership (Registration, Affidavit of Ownership)
 - List of works completed in the last three years 2011, 2016 and 2017.
 - List contract(s)/job(s) terminated, if any and give the reasons.
6. The declaration in Section 4 **must** be signed.
7. The Employer’s address for the purpose of Application submission is:

**Attention: The Chairman
National Procurement and Tender Administration Board
Ministry of Finance Building,
Main & Urquart Street,
Georgetown.**
8. Applications must be submitted by 9:00 a.m, **December 19, 2017** at the above address and should be placed in an envelope and clearly marked:

“Pre-Qualification of Contractors for Maintenance/Rehabilitation of Sea Defences, Roads and Bridges, and Buildings (Civil Works Contracts)” for 2018.

SECTION 2 – APPLICATION FORMS

FORM PRE 1: Company Profile & Preference

1.0 Company Profile

1 Applicant's /Company's
Name

.....

2 Applicant's / Company
Address

.....

Telephone Number:

Mobile Number:

Email Address.:

2.0 Indicate Type of Civil Works to be Pre-Qualified (Tick appropriate boxes)

No	Civil Works	To Be Qualified
1	Rehabilitation / Maintenance of Sea Defense Structures	
2	Rehabilitation / Maintenance of Roads and Bridges	
3	Rehabilitation / Maintenance of Buildings	

2.0 State preference of District to be pre-qualified for executing Works (Tick appropriate boxes).

No	NAME OF DISTRICT	
1	- Region 2, Essequibo Coast	
2	- Leguan Island	
3	- Wakenaam Island	
4	- Region 3- East Bank Essequibo, West Coast Demerara, West Bank Demerara	
5	- Region 4 – East Coast Demerara, East Bank Demerara	
6	- Region 5 – West Coast Berbice, West Bank Berbice	
7	- Region 6 – Corentyne Coast, East Bank Berbice	

2.0 State Category of Works (PRICE) to be pre-qualified for executing Works (Tick appropriate boxes).

No	NAME OF DISTRICT	
1	Category A: capable of executing works above the value of \$40M.	
2	Category B: capable of executing works to the value between \$25M - \$40M.	
3	Category C: capable of executing works between \$6.0M - \$25.0M.	
4	Category D: capable of executing works to the value of \$6M and below	

FORM LIT 1: Pending Litigations

State whether your organization has any pending litigations with the Government of Guyana or any other institutions.

	Name of Contract	Client
1		
2		
3		
4		
5		

FORM EQP 1: EQUIPMENT CAPACITY

Indicate the equipment considered by the company to be necessary for undertaking sea defence projects and whether this is already in the company's ownership or will be purchased, hired or leased.

Fill in all information requested. Use as many forms as required.

	Equipment	Model¹	Number Available to Company	Owned/Hired / To be Purchased	Proof of Ownership
1	Excavator (large)				
2	Excavator (mini)				
3	Bull Dozer				
4	Front End Loader				
5	Skid Steer Loader				
6	Backhoe				
7	Dragline				
8	Tractor Trailer				
9	Tower Lights				
10	Low Bed and Hauler				

¹ Indicate the model of the equipment e.g. "320L" for a 320L Excavator

FORM EQP 1: EQUIPMENT CAPACITY

Indicate the equipment considered by the company to be necessary for undertaking sea defence projects and whether this is already in the company’s ownership or will be purchased, hired or leased.

Fill in all information requested. Any other equipment should be listed in blank spaces. Use as many forms as required.

	Equipment	Model²	Number Available to Company	Owned/Hired / To be Purchased	Proof of Ownership
11	Concrete Mixer (Ransom)				
12	Concrete Mixer (Truck)				

² Indicate the model of the equipment e.g. “320L” for a 320L Excavator

FORM PER 1: LIST OF KEY PERSONNEL

Identify the number of construction/project staff currently employed by the organization; amalgamated by skill.

Fill in all information requested. Use as many forms as required.
Provide organizational chart to support organizational capacity.

Category	Number Available
Manager	
Engineer	
Supervisor/Foreman	
Skilled Worker	
Labourers	

FORM PER 2: RESUME OF KEY PERSONNEL

Provide a summary of the resume of **key personnel** within the company, in the format provided. Fill in all information requested. Use as many forms as required.

Position		
Personnel information	Name	Date of birth
	Professional qualifications	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Years of General Experience	Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

FORM EXP 1: COMPANY EXPERIENCE

Provide list of works executed of a similar nature as a prime contractor, over the past 5 years.

Works of a similar nature include earth-works, rip rap works, revetments and concrete works (excluding buildings).

Fill in all information requested. Use as many forms as required.

NAME OF PROJECT	LOCATION	EMPLOYER	CONTRACT VALUE G\$

FORM FIN 1: FINANCIAL RESOURCES

Specify sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means. **Proof of finances is to be provided as supporting documents.**

Source of financing	Amount (G\$)
1.	
2.	
3.	
4.	

SECTION 3 – CONDITIONS OF PRE-QUALIFICATIONS

- Only applicants substantially responsive will be placed on the 2018 database of pre-qualified contractors for maintenance and rehabilitation of sea defences.
- All persons pre-qualified will be required to submit recent GRA & NIS compliances in the event of any contract award.
- If applicant is successful in being placed on the Database and consistently refuses to bid for projects when invited may result in his/her name being removed from the database unless valid reasons are given.
- Evaluations of work done, which indicate poor performance, can also result in disqualification/suspension.
- Any false declaration/information submitted herein, will result in automatic disqualification of the applicant.
- Equipment submitted for tendering will be subjected to inspection by a representative of the Ministry.

SECTION 4 – DECLARATION OF ACCEPTANCE OF CONDITIONS

I hereby declare that I agree to the terms of reference of the prequalification application document and that all the information submitted herein is true and valid.

.....
Signature of Applicant
(Company's Stamp If Available)

.....
Date