

P/Q

***SAMPLE PREQUALIFICATION DOCUMENTS  
UNDER JAPANESE ODA LOANS***

***Japan International Cooperation Agency  
(JICA)***

***April 2010***

version 1.0



# Foreword

These Sample Prequalification Documents (SPD) have been prepared by Japan International Cooperation Agency (JICA) to facilitate prequalification of bidders for large or complex civil works contracts.<sup>1</sup> This is to ensure that only firms with appropriate experience, a proven track record, and necessary annual turnover, which are free of any major pending litigation, will be invited to submit bids. These SPD are to be utilized for the prequalification process for contracts to be procured through International Competitive Bidding (ICB) in projects that are financed in whole or in part with Japanese ODA Loans, and are consistent with the Guidelines for Procurement under Japanese ODA Loans, March 2009.

These SPD are based on the structure and the provisions of the Master Procurement Document “Prequalification Documents for Procurement of Works” issued by the Multilateral Development Banks and International Financial Institutions, except where specific considerations within JICA have required a change.

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<sup>1</sup> For industrial plant, custom designed or heavy equipment, and other types of contracts, the text of these SPD should be adapted to the needs of the specific procurement.

# Sample Prequalification Documents (SPD)

## Invitation for Prequalification (IFP)

An “Invitation for Prequalification” form is provided at the beginning of the Prequalification Documents for information.

## PART 1. PREQUALIFICATION PROCEDURES

### Section I. Instructions to Applicants (ITA)

This Section specifies the procedures to be followed by Applicants in the preparation and submission of their Applications for Prequalification (AFPs). Information is also provided on opening and evaluation of AFPs. **Section I contains provisions that are to be used without modification.**

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

This Section consists of provisions that are specific to each prequalification and supplement the information or requirements included in Section I, Instructions to Applicants.

### Section III. Qualification Criteria and Requirements

This Section contains 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 contains the forms for the Application Submission Form and all the forms required to be submitted with the application.

### Section V. List of Eligible Countries of Japanese ODA Loans

This Section contains information in respect of eligible countries under Japanese ODA Loans.

## **PART 2. WORKS REQUIREMENTS**

### **Section VI. Scope of Works**

This Section includes a summary description, delivery and completion schedules, technical specifications and drawings of the Works subject of this prequalification.

## Notes for Users

While the use of SPD prepared by JICA is not mandatory, their use is encouraged for all contracts financed by Japanese ODA Loans.

These SPD have been prepared as sample documents, which can be used in their published form without the need for the Borrower to amend or add text to the standard sections of the documents. All information and data particular to each individual contract and required by the Applicants in order to prepare responsive applications must be provided by the Employer, prior to issuing these SPD, in Prequalification Data Sheet (Section II), Qualification Criteria and Requirements (Section III), Application Forms (Section IV), and Scope of Works (Section VI).

The following directions should be observed when using these SPD:

- (i) Specific details, such as the name of the Borrower and the Employer, and the addresses for inquiries and submission for applications, should be furnished in the spaces indicated by italicized notes within brackets.
- (ii) The footnotes and “boxed” notes in these SPD, except those applying to forms to be filled out by Applicants or instructions for the Applicants, and italicized notes preceding each sample document and proceeding or incorporated into the text are not part of the contract documents, but contain guidance and instructions for the Employer. Do not incorporate them in the actual applications.
- (iii) Where alternative Clauses or texts are shown, select those that best suit the particular Works and discard the alternative text that is not used.

The time allowed for preparing and submitting applications should not be too short and should allow adequate time for Applicants to properly study the Invitation for Prequalification and prepare complete and responsive applications.

A sample form of Invitation for Prequalification, which is not part of the Prequalification Documents, is given below for reference.

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# Invitation for Prequalification (IFP)

*[Insert: Date]*

*[Insert: Name of Country]*

*[Insert: Loan Agreement No. and Project Name]*

*[Insert: Reference ID No., if any]*

1. The *[insert name of Borrower]* *[has received/has applied for/intends to apply for]* a Loan from Japan International Cooperation Agency toward the cost of the *[insert name of Project and signed date of Loan Agreement]*. It is intended that part of the proceeds of this Loan will be applied to eligible payments for which this Invitation for Prequalification is issued.<sup>1</sup>
2. The *[insert name of Executing Agency]* (hereinafter referred to as “the Employer”) intends to prequalify contractors and/or firms for *[insert description of Works or Goods to be procured]*.<sup>2</sup>
3. It is expected that Invitation for Bids will be made in *[insert month and year]*.<sup>3</sup>
4. Prequalification will be conducted through prequalification procedures specified in the Guidelines for Procurement under Japanese ODA Loans, March 2009, and is open to all bidders from eligible source countries, as defined in the guidelines.
5. Interested eligible Applicants may obtain further information from and inspect the Prequalification Documents at the address given below, *[state address at end of this IFP]* from *[insert office hours]* to *[insert office hours]*.
6. A complete set of the Prequalification Document may be purchased by interested Applicant(s) on the submission of a written application to the address below and upon payment of a nonrefundable fee<sup>4</sup> of *[insert amount in currency of Borrower’s country]* or in *[insert amount in specified convertible currency]*.
7. Applications for prequalification should be submitted in sealed envelopes, delivered to the address below by *[insert date]*,<sup>5</sup> and be clearly marked “Application to Prequalify for *[insert name of Project and the contract name]*.”

*[Insert name of office]*

*[Insert name of person in charge]*

*[Insert postal address]* and/or *[Insert street address]*

*[Insert telephone number, indicate country and city code]*

*[Insert facsimile or cable number]*

*[Insert E-mail address]*

**Notes**

1. *[Insert the following if applicable].* “This contract will be jointly financed by [insert name of cofinancing agency]. Bidding will be governed by JICA’s eligibility rules and procedures.”
2. A brief description of the Works or Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation. Bidding documents may require bidders to have specialized experience or capabilities; such requirements should also be included in this paragraph. Moreover, the information should be provided for each contract “slice” if prequalification is being invited for more than one contract as a “slice and package” procurement (multiple contracts), based upon the estimated cost and duration of each slice. In that case, describe the details of each contract and indicate whether applications may be made for prequalification for one or more of the contracts.
3. Insert this paragraph, if applicable.
4. The fee, to defray printing and mailing/shipping costs, should be nominal.
5. The time allowed for preparation and submission of the Prequalification Documents should be sufficient for Applicants to gather all the information required - preferably eight weeks, but in any case not less than six weeks after the date when the documents are available for distribution or the date of the advertisement. This period may be longer for very large projects, where time should be allowed for the formation of joint ventures and assembly of the necessary resources.

# PREQUALIFICATION DOCUMENTS

Issued on: \_\_\_\_\_

for

## Procurement of

*[insert identification of the Works]*

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**Project:** *[insert name of Project]*

**Employer:** *[insert name of Employer]*

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# **PART 1 – Prequalification Procedures**



## Section I. Instructions to Applicants

### Notes on Instructions to Applicants (ITA)

Section I, Instructions to Applicants (ITA) specifies the procedures that regulate the prequalification process. The ITA contains standard provisions that have been designed to remain unchanged and **to be used without changing their text.**

The ITA refers those clauses that need to be complemented to suit the conditions of a particular prequalification process to the Prequalification Data Sheet (PDS); **the PDS provides such additional information.**

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## A. General

- 1. Scope of Application**
  - 1.1 In connection with the Invitation for Prequalification indicated in Section II, Prequalification Data Sheet (PDS), the Employer, as **defined in the PDS**, issues these Sample Prequalification Documents (SPD) to Applicants interested in bidding for the Works described in Section VI, Scope of Works. The reference identification number of the contract, if any, is **provided in the PDS**.
- 2. Source of Funds**
  - 2.1 The Borrower **indicated in the PDS** has applied for or received a Japanese ODA Loan from Japan International Cooperation Agency (hereinafter referred to as “JICA”), with the number, in the amount, and on the signed date of the Loan Agreement **indicated in the PDS**, towards the cost of the project **named in the PDS**. The Borrower intends to apply a portion of the proceeds of the loan to eligible payments under the contract(s) resulting from the bidding for which this prequalification is conducted.
  - 2.2 Disbursement of a Japanese ODA Loan by JICA will be subject, in all respects, to the terms and conditions of the Loan Agreement, including the disbursement procedures and “Guidelines for Procurement under Japanese ODA Loans”. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to loan proceeds.
  - 2.3 The above Loan Agreement will cover only part of the project cost. As for the remaining portion, the Borrower will take appropriate measures for finance.
- 3. Fraud and Corruption**
  - 3.1 It is JICA’s policy to require that Bidders and Contractors, as well as Borrowers under contracts funded with Japanese ODA Loans and other Japanese ODA, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, JICA:
    - (a) will reject a proposal for award if it determine that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
    - (b) will recognize a Bidder or Contractor as ineligible, for a period determined by JICA, to be awarded a contract funded with Japanese ODA Loans if it at any time determines that the Bidder or the Contractor has engaged in corrupt or fraudulent practices in competing for, or in executing another contract funded with Japanese ODA Loans or other Japanese ODA.
- 4. Eligible Applicants**
  - 4.1 An Applicant may be a single entity or any combination of entities in the form of joint venture or association (JVA) with the formal intent,

as evidenced by a letter of intent, to enter into an agreement or under an existing agreement. In the case of a JVA,

- (a) **unless otherwise specified in the PDS**, all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms, and
  - (b) the JVA shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JVA during the prequalification process and, in the event the JVA is prequalified, during the bidding process, and in the event the JVA is awarded the Contract, during contract execution.
- 4.2 An Applicant and all partners constituting the Applicant shall be from an eligible source country as listed in Section V, List of Eligible Countries of Japanese ODA Loans.
- 4.3 An Applicant shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified from participating in this prequalification process. An Applicant may be considered to have a conflict of interest with one or more parties in this prequalification process if:
- (a) an Applicant has been engaged by the Employer to provide consulting services for the preparation related to procurement for or implementation of the project;
  - (b) an Applicant is any of its associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
  - (c) an Applicant lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.4 An Applicant shall submit only one application in the same Prequalification process, either individually as an Applicant or as a partner of a JVA. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified. No Applicant can be a subcontractor while submitting an application individually or as a partner of a JVA in the same Prequalification process. A subcontractor in any application may participate in more than one application, but only in that capacity.
- 4.5 An Applicant, that has been determined to be ineligible by JICA in accordance with ITA 3, shall not be eligible to be awarded a contract.
- 4.6 Applicants shall provide such evidence of their continued eligibility

satisfactory to the Employer, as the Employer shall reasonably request.

- 5. Eligible Goods and Related Services** 5.1 All Goods and related services to be supplied under the Contract to be financed by JICA shall have their origin in any country in accordance with Section V, List of Eligible Countries of Japanese ODA Loans.

## **B. Contents of the Prequalification Documents**

- 6. Sections of Prequalification Documents** 6.1 The documents for the prequalification of Applicants (hereinafter referred to as “Prequalification Documents”) consist of parts 1 and 2 which comprise all the sections indicated below, and 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. List of Eligible Countries of Japanese ODA Loans

### PART 2 Works Requirements

- Section VI. Scope of Works

- 6.2 The “Invitation for Prequalification” issued by the Employer is not part of the Prequalification Documents. A sample form is provided as an attachment to these Prequalification Documents for information only.
- 6.3 The Employer accepts no responsibility for the completeness of the Prequalification Documents and its addenda unless they were obtained directly from the Employer.
- 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish all information or documentation required by the Prequalification Documents.
- 6.5 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, and other services and facilities to be provided by the Employer is furnished in Section VI, Scope of Works.

- 7. Clarification of Prequalification Documents** 7.1 A prospective Applicant requiring any clarification of the Prequalification Documents 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 applications. The Employer shall forward copies of its response to all Applicants who have acquired the Prequalification Document directly from the Employer including a description of the inquiry but without identifying its source. 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 Documents**
- 8.1 At any time prior to the deadline for submission of applications, the Employer may amend the Prequalification Documents by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Documents and shall be communicated in writing to all who have obtained the Prequalification Documents from the Employer.
- 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.

### **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 shall 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;
  - (b) documentary evidence establishing the Applicant's eligibility to prequalify, in accordance with ITA 13;
  - (c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

- (d) any other document required as **specified in the PDS**.
- 12. Application Submission Form** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished 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 forms 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.
- 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.

#### **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 reference identification number of this prequalification process, if any, indicated in PDS 1.1.
- 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required.
- 17. Deadline for Submission of Applications** 17.1 Applicants may always 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**. A receipt will be given for all applications submitted.

17.2 The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Prequalification Documents 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 or reject late applications.

**19. Opening of Applications**

19.1 The Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. 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 evaluation of applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

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, may do so but only in writing.

**21. Clarification of Applications**

21.1 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

21.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its application may be rejected.

**22. Responsiveness of Applications**

22.1 The Employer may reject any application which is not responsive to the requirements of the Prequalification Documents.

**23. Subcontractors**

23.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity(ies) or parts of the Works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractor(s) in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV, Application Forms. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and

Requirements.

- 23.2 At this time, the Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Subcontractors) **unless otherwise stated in the PDS.**

## **F. Evaluation of Applications and Prequalification of Applicants**

- |  |  |
|--|--|
| <b>24. Evaluation of Applications</b>                        | <p>24.1 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. The use of other methods, criteria, or requirements shall not be permitted. The Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.</p> <p>24.2 Only the qualifications of 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 the Applicant.</p> <p>24.3 <b>Unless otherwise indicated in the PDS,</b> this prequalification shall be for a single contract.</p> |
| <b>25. Employer's Right to Accept or Reject Applications</b> | <p>25.1 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 Applicants.</p>   |
| <b>26. Prequalification of Applicants</b>                    | <p>26.1 All Applicants, whose applications have been determined to be substantially responsive to the requirements of the Prequalification Documents and who have met or exceeded ("passed") the specified threshold criteria, shall be prequalified by the Employer.</p>  |
| <b>27. Notification of Prequalification</b>                  | <p>27.1 Once the Employer has completed the evaluation of the applications, it shall notify all Applicants in writing of the names of those Applicants who have been prequalified.</p>   |
| <b>28. Invitation for Bids</b>                               | <p>28.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified.</p> <p>28.2 Bidders may be required to provide a Bid Security acceptable to the Employer in the form and an amount to be specified in the Bidding</p>  |

Documents, and the successful Bidder shall be required to provide a Performance Security to be specified in the Bidding Documents.

**29. Changes in  
Qualifications  
of Applicants**

29.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 26 and invited to bid shall be subject to a written approval of the Employer prior to the deadline for submission of bids. Any such changes shall be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids. Such approval shall be denied if as a consequence of the change;

- (a) the prequalified Applicant, after the change, no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or
- (b) in the opinion of the Employer, a substantial reduction in competition may result.

## Section II. Prequalification Data Sheet

### Notes on Prequalification Data Sheet (PDS)

Section II, Prequalification Data Sheet (PDS) contains information and provisions that are specific to a particular prequalification process. The Employer must specify in the PDS only the information that the corresponding ITA requests be specified in the PDS. All requested information shall be provided; **no clause of the PDS shall be left blank.**

To facilitate the preparation of the PDS, its clauses are numbered with the same numbers as the corresponding ITA clauses.

<b>A. General</b>	
<b>ITA 1.1</b>	<p><i>[The following may be included and the relevant reference identification number inserted for the Borrower's use for clear distinction of the subject contract from other contracts provided that the contract is to be bid simultaneously with other contracts on a "slice and package" basis.]</i></p> <p>The reference identification number of this Invitation for Prequalification is: <i>[insert reference ID number]</i></p>
<b>ITA 1.1</b>	The name of the Employer is: <i>[insert name of Employer]</i>
<b>ITA 1.1</b>	<p><i>[The following text is to be included and the corresponding information inserted only if the contract is to be bid on a "slice and package" basis. Otherwise omit.]</i></p> <p>The names, number and identification of the slices/ packages comprising this contract is: <i>[insert names, number and identification of slices/ packages]</i></p>
<b>ITA 2.1</b>	The name of the Borrower is: <i>[insert name of Borrower ]</i>
<b>ITA 2.1</b>	<p>The number of the Loan Agreement is <i>[insert Loan Agreement Number]</i></p> <p>The amount of a Japanese ODA Loan is: <i>[insert amount in Japanese Yen]</i></p> <p>The signed date of the Loan Agreement is: <i>[insert signed date of Loan Agreement]</i></p>
<b>ITA 2.1</b>	The name of the Project is: <i>[insert name of Project]</i>
<b>ITA 4.1 (a)</b>	<p><i>[The following provision should be included and the corresponding information inserted only if partners of a JVA will not be required to be jointly and severally liable. Otherwise omit.]</i></p> <p>The individuals or firms in a joint venture or association shall not be jointly and severally liable.</p>
<b>B. Contents of the Prequalification Documents</b>	
<b>ITA 7.1</b>	<p>For <b><u>clarification purposes</u></b> only, the Employer's address is:</p> <p>Attention: <i>[insert full name of person in charge, if applicable]</i></p> <p>Street Address: <i>[insert street address and number]</i></p> <p>Floor/Room number: <i>[insert floor and room number, if applicable]</i></p> <p>City: <i>[insert name of city or town]</i></p> <p>ZIP Code: <i>[insert postal (ZIP) code, if applicable]</i></p> <p>Country: <i>[insert name of country]</i></p>

	<p>Telephone: <i>[insert telephone number including country and city codes]</i></p> <p>Facsimile number: <i>[insert fax number including country and city codes]</i></p> <p>Electronic mail address: <i>[insert E-mail address, if applicable]</i></p>
<b>C. Preparation of Applications</b>	
<b>ITA 10.1</b>	The language of the application as well as of all correspondence is: <i>[insert language, i.e., “Japanese” or “English” or “Spanish” or “French”]</i>
<b>ITA 11.1 (d)</b>	The Applicant shall submit with its application, the following additional documents: <i>[insert list of additional documents, if any]</i>
<b>ITA 15.2</b>	In addition to the original, the number of copies to be submitted with the application is: <i>[insert number of copies]</i>
<b>D. Submission of Applications</b>	
<b>ITA 17.1</b>	<p>For <b><u>application submission purposes</u></b> only, the Employer's address is:</p> <p><i>[insert information requested below or insert “Employer’s address is the same as that indicated in 7.1 above”]</i></p> <p>Attention: <i>[insert full name of person in charge, if applicable]</i></p> <p>Street Address: <i>[insert street address and number]</i></p> <p>Floor/Room number: <i>[insert floor and room number, if applicable]</i></p> <p>City: <i>[insert name of city or town]</i></p> <p>ZIP Code: <i>[insert postal (ZIP) code, if applicable]</i></p> <p>Country: <i>[insert name of country]</i></p> <p>Telephone: <i>[insert telephone number including country and city codes]</i></p> <p>Facsimile number: <i>[insert fax number including country and city codes]</i></p> <p>Electronic mail address: <i>[insert E-mail address, if applicable]</i></p> <p><b>The deadline for application submission is:</b></p> <p>Date: <i>[insert date]</i></p> <p>Time: <i>[insert time, and identify if a.m. or p.m. i.e. 10:30 a.m.]</i></p> <p><i>[The time allowed for preparation and submission of the Prequalification Documents should be sufficient for Applicants to gather all the information required—preferably eight weeks, but in any case not less than six weeks after the</i></p>

	<i>date when the documents are available for distribution or the date of the advertisement. This period may be longer for very large projects, where time should be allowed for the formation of joint ventures and assembly of the necessary resources.]</i>
<b>E. Procedures for Evaluation of Applications</b>	
<b>ITA 23.2</b>	<p>At this time the Employer [<i>insert “intends” or “does not intend”</i>] to execute certain specific parts of the Works by subcontractors selected in advance (Nominated Subcontractors).</p> <p><i>[If the above states “intends,” list the specific parts of the Works and the respective subcontractors.]</i></p>
<b>F. Evaluation of Applications and Prequalification of Applicants</b>	
<b>ITA 24.3</b>	<p><i>[Use the text below in case of single contract]</i></p> <p>As stipulated in ITA 1.1, this prequalification exercise shall be for a single contract.</p> <p><i>[Use the text below in case of multiple contracts]</i></p> <p>As stipulated in ITA 1.1, this prequalification exercise shall be for multiple contracts. <i>[Continue this sentence with one of the following two alternatives]</i></p> <p><i>[Alternative 1]</i></p> <p>The Employer will prequalify each Applicant for a maximum contract value (bidding capacity). An Applicant shall be allowed to bid for any contract within his bidding capacity. However, he may only be awarded a maximum number of contracts for which he meets the aggregated requirements of such contract combination (award capacity). A bidder’s award capacity will be determined during bid evaluation when additional information such as (i) current contract commitments, (ii) cash flow capacity, (iii) equipment to be allocated, and (iv) personnel to be fielded will be assessed.</p> <p><i>[Alternative 2]</i></p> <p>The Employer will prequalify Applicants for each contract separately. Applicants shall indicate in their applications for which contract they wish to be prequalified.</p>

## Section III. Qualification Criteria and Requirements

### Notes on Qualification Criteria and Requirements

Section III, Qualification Criteria and Requirements contains all the methods, criteria, and requirements that the Employer will 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.

JICA requires bidders to be prequalified by meeting predefined, precise minimum requirements. The method entails setting pass-fail criteria which, if not met by the Applicant, result in disqualification.

The criteria adopted must relate to characteristics that are essential to ensure satisfactory execution of the contract, and must be stated in unambiguous terms. In essence, the criteria must be chosen so that only contractors who are well qualified to carry out the contract are permitted to bid. The criteria must also be set so that they neither inhibit competition nor set a predetermined number of firms to be prequalified. All firms that meet the criteria should be invited to bid.

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Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
<b>1. Eligibility</b>							
1.1	<b>Nationality</b>	Nationality in accordance with ITA Sub-Clause 4.2	Must meet requirement	Existing or intended JVA must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	<b>Conflict of Interest</b>	No conflicts of interest in ITA Sub-Clause 4.3	Must meet requirement	Existing or intended JVA must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	<b>JICA Ineligibility</b>	Not having been declared ineligible by JICA, as described in ITA Sub-Clause 4.5	Must meet requirement	Existing JVA must meet requirement	Must meet requirement	N/A	Application Submission Form

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
<b>2. Historical Contract Non-Performance</b>							
2.1	<b>History of Non-Performing Contracts</b>	Non-performance of a contract did not occur within the last <i>[insert number of years in words and figures]</i> <sup>1</sup> years prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one 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.	Must meet requirement by itself or as partner to past or existing JVA	N/A	Must meet requirement by itself or as partner to past or existing JVA	N/A	Form CON-2
2.2	<b>Pending Litigation</b>	All pending litigation shall in total not represent more than <i>[insert percentage figure]</i> <sup>2</sup> % of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as a partner to past or existing JVA	N/A	Must meet requirement by itself or as a partner to past or existing JVA	N/A	Form CON – 2
<p>Notes:</p> <p><u>2.1: History of Non-Performing Contracts</u></p> <p>1. Number of years should usually be one (1) or two (2).</p> <p><u>2.2: Pending Litigation</u></p> <p>2. The percentage should be normally within the range of 50% to 100% of an Applicant's net worth.</p>							

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
<b>3. Financial Situation</b>							
3.1	<b>Financial Performance</b> <sup>1</sup>	Submission of audited balance sheets or if not required by the law of the Applicant's country, other financial statements acceptable to the Employer, for the last <i>[insert number of years in words and figures]</i> years <sup>2</sup> to demonstrate the current soundness of the Applicant's financial position and its prospective long term profitability. As the minimum requirement, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive. <sup>3</sup>	Must meet requirement	N/A	Must meet requirement	N/A	Form FIN – 3.1 with attachments
3.2	<b>Average Annual Construction Turnover</b>	Minimum average annual construction turnover of US\$ <i>[insert amount in US\$ equivalent in words and figures]</i> <sup>4</sup> , calculated as total certified payments received for contracts in progress or completed, within the last <i>[insert number of years in words and figures]</i> years. <sup>5</sup>	Must meet requirement	Must meet requirement	Must meet <i>[insert percentage figure]</i> % <sup>6</sup> of the requirement	Must meet <i>[insert percentage figure]</i> % <sup>7</sup> of the requirement	Form FIN – 3.2

Notes:

**3.1: Financial Performance**

1. In contracts for procurement of Works, Bidders will be required at the bidding stage to demonstrate their construction cash flow to verify the soundness and stability of their financial circumstances. The construction cash flow should be calculated by following the procedure below, and the requirement clearly indicated by the Employer at the bidding stage:

"Indicate the construction cash flow for a number of months (to the nearest half-month), determined as the total time needed by the Employer to pay a contractor's invoice, allowing for (a) the actual time consumed for construction, from the beginning of the month invoiced, (b) the time needed by the Engineer to issue the monthly payment certificate, (c) the time needed by the Employer to pay the amount certified, and (d) a contingency period of one month to allow

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
		<p>for unforeseen delays. The total period should not exceed six (6) months. The assessment of the monthly amount should be based on a straight-line projection of the estimated cash flow requirement, over the particular contract period, neglecting the effect of any advance payment and retention monies, but including contingency allowances in the estimated contract cost.”</p>					
		<p>2. Time period usually specified is five (5) years; it may be reduced to three (3) years minimum (in agreement with JICA) under special country circumstances, such as to provide opportunity for a newly privatized construction industry with limited period of existence, but with suitable experience, etc. Firms owned by individuals and partnerships may not be required to maintain audited balance sheets by the laws of their countries of origin; in such cases, the Employer may relax the audit requirement, but should request other acceptable financial statements.</p>					
		<p>3. The financial information provided by an Applicant should be reviewed in its entirety to allow a truly informed judgment, and the pass-fail decision on the financial position of the Applicant should be given on this basis. Any abnormal features which may lead to financial problems should alert the Employer to seek expert professional advice for further review and interpretation.</p>					
		<p><u>3.2: Average Annual Construction Turnover</u></p>					
		<p>4. The amount stated should normally not be less than twice the estimated annual turnover in the proposed Works contract (based on a straight-line projection of the Employer’s estimated cost, including contingencies, over the contract duration). The multiplier of 2 may be reduced for very large contracts but should not be less than 1.5.</p>					
		<p>5. The time period is normally five (5) years or more, but may be reduced to not less than three (3) years (in agreement with JICA) under special country circumstances, such as to provide opportunities for a newly privatized construction industry with only a short record of experience, etc.</p>					
		<p>6. usually 25% of the requirement for each partner of a joint venture</p>					
		<p>7. usually 40% of the requirement for one partner of a joint venture</p>					

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
<b>4. Experience</b>							
4.1	<b>General Construction Experience</b>	Experience under construction contracts in the role of contractor, management contractor, or subcontractor, <sup>1</sup> for at least the last <i>[insert number of years in words and figures]</i> <sup>2</sup> years prior to the application submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	<b>Specific Construction Experience</b>	Experience exclusively in the role of prime contractor, in at least <i>[insert number of contracts]</i> <sup>3</sup> contracts within the last <i>[insert number of years in words and figures]</i> <sup>4</sup> years, that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section VI, Scope of Works.	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP – 4.2 (a)
4.2 (b)		For the above or other contracts executed during the period stipulated in 4.2 (a) above, a minimum construction experience, as prime contractor, management contractor, or subcontractor, in the following key activities: <i>[list activities]</i> <sup>5</sup> (1) _____ (2) _____	Must meet requirements	Must meet requirements (can be a specialist subcontractor)	N/A	N/A	Form EXP – 4.2 (b)

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture or Association			Submission Requirements
				All Partners Combined	Each Partner	At Least One Partner	
		(3) _____					
<p>Notes:</p> <p><b>4.1: General Construction Experience</b></p> <p><b>1.</b> A management contractor is a firm which takes on the role of contract management as a “general” contractor of sort could do. It does not normally perform directly the construction work(s) associated with the contract. Rather, it manages the work of other (sub) contractors while bearing full responsibility and risk for price, quality, and timely performance of the work contract.</p> <p><b>2.</b> The time period is normally five (5) years or more, but may be reduced to not less than three (3) years (in agreement with JICA) under special country circumstances, such as to provide opportunities for a newly privatized construction industry with only a short record of experience.</p> <p><b>3.</b> The range of contract numbers should be one (1) to three (3), depending on the size and complexity of the subject contract, the exposure of the Employer to risk of contractor default, and country conditions.</p> <p><b>4.</b> The time range is normally five (5) years, and over a period of ten (10) years for large-scale projects.</p> <p><b>4.2: Specific Construction Experience</b></p> <p><b>5.</b> List an annual production rate for the key construction activity (or activities) in the proposed contract or Works, e.g.,</p> <p>(1) X cubic meters of rock placed in rockfill dams in one year;</p> <p>(2) Y tons of asphalt concrete per month placed in road paving;</p> <p>(3) Z cubic meters of concrete placed per... etc.</p> <p>The rates should be about 80% of the estimated production rate of the key activity (or activities) in the contract or Works as needed to meet the expected construction schedule with due allowance for adverse climatic conditions.</p>							

## Section IV. Application Forms

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## Application Submission Form

Date: *[insert day, month, year]*  
Reference ID No.: *[insert number, if any]*

To: *[insert full name of Employer]*

We, the undersigned, apply to be prequalified for the contract of referenced number and declare that:

- (a) We have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s)., issued in accordance with Instructions to Applicants (ITA) Clause 8: *[insert the number and issuing date of each addendum]*.
- (b) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, have nationalities from eligible countries of Japanese ODA Loans, in accordance with ITA Sub-Clause 4.2: *[insert the nationality of the Applicant, including that of all partners in case of a Joint Venture, and the nationality of each already identified subcontractor and supplier of related services, if applicable]*;
- (c) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, do not have any conflict of interest, in accordance with ITA Sub-Clause 4.3;
- (d) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by JICA, in accordance with ITA Sub-Clause 4.5;
- (e) We, in accordance with ITA Sub-Clause 23.1, plan to subcontract the following key activities and/or parts of the Works:  
  
*[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]*
- (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, without incurring any liability to the Applicants, in accordance with ITA Clause 25.

*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]*

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

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

## Form ELI -1.1 Applicant Information Form

Date: *[insert day, month, year]*

Reference ID No.: *[insert number, if any]*

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

Applicant's legal name <i>[insert full legal name]</i>
In case of Joint Venture (JV), legal name of each partner: <i>[insert full legal name of each partner in JV]</i>
Applicant's actual or intended country of constitution: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate E-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of incorporation or documents of constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.1.

## Form ELI -1.2

### Applicant Partner Information Form

*[The following form shall be filled in for the Applicant's partners including partner(s) of a joint venture, subcontractors, suppliers and other partners]*

Date: *[insert day, month, year]*

Reference ID No.: *[insert number, if any]*

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

JV Applicant legal name: <i>[insert full legal name]</i>
Applicant Partner's legal name: <i>[insert full legal name of Applicant partners]</i>
Applicant Partner's country of registration: <i>[indicate country of registration]</i>
Applicant Partner's year of constitution: <i>[indicate year of constitution]</i>
Applicant Partner's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant Partner's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate E-mail address]</i>
Attached are copies of original documents of <input type="checkbox"/> Articles of incorporation or documents of constitution, and registration documents of the legal entity named above, in accordance with ITA 4.1 and 4.2.

## Form CON – 2 Historical Contract Non-Performance

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

Date: *[insert day, month, year]*  
 Applicant's Legal Name: *[insert full name]*  
 Applicant's Party Legal Name: *[insert full name]*  
 Reference ID No.: *[insert number, if any]*  
 Page *[insert page number]* of *[insert total number]* pages

### 1. History of Non-Performing Contracts

Non-Performing Contracts			
<input type="checkbox"/> Contract non-performance did not occur during the <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed during the <i>[number]</i> years specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Reason(s) for non performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

**2. Pending Litigation**

<b>Pending Litigation</b>			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below.			
<b>Year</b>	<b>Outcome as Percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, US\$ equivalent)</b>
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i>	<i>[insert amount]</i>

## Form FIN – 3.1 Financial Situation

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

Date: *[insert day, month, year]*  
 Applicant's Legal Name: *[insert full name]*  
 Applicant's Party Legal Name: *[insert full name]*  
 Reference ID No.: *[insert number, if any]*  
 Page *[insert page number]* of *[insert total number]* pages

### 1. Financial data

<b>Historic Information for Previous <i>[insert number]</i> years, <i>[insert in words]</i> (US\$ Equivalent)</b>				
Year 1	Year 2	Year 3	Year...	Year n

#### Information from Balance Sheet

Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					

#### Information from Income Statement

Total Revenue (TR)					
Profits Before Taxes (PBT)					
Profits After Taxes (PAT)					

## 2. Financial documents

The Applicant and its partners shall provide copies of the balance sheets and/or financial statements for *[number]* years pursuant to Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV, and not sister or parent companies.
  - (b) be audited by a certified accountant.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the *[number]* years, as indicated above, and complying with the requirements.

## Form FIN - 3.2 Average Annual Construction Turnover

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

Date: *[insert day, month, year]*

Applicant's Legal Name: *[insert full name]*

Applicant's Party Legal Name: *[insert full name]*

Reference ID No.: *[insert number, if any]*

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

<b>Annual Turnover Data (Construction only)</b>			
<b>Year</b>	<b>Amount and Currency</b>	<b>Exchange Rate</b>	<b>US\$ Equivalent</b>
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>	<i>[insert applicable exchange rate]</i>	<i>[insert amount in US\$ equiv.]</i>
<b>Average Annual Construction Turnover *</b>			

- \* Average Annual Construction Turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 3.2.

## Form EXP - 4.1 General Construction Experience

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

Date: *[insert day, month, year]*  
 Applicant's Legal Name: *[insert full name]*  
 Applicant's Party Legal Name: *[insert full name]*  
 Reference ID No.: *[insert number, if any]*  
 Page *[insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate continuous construction work 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.]*

<b>General Construction Experience</b>			
<b>Starting Month / Year</b>	<b>Ending Month / Year</b>	<b>Contract Identification</b>	<b>Role of Applicant</b>
<i>[indicate month/ year]</i>	<i>[indicate month/ year]</i>	Contract name: <i>[insert full name]</i> Brief description of the Works performed by the Applicant: <i>[describe Works performed briefly]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Contractor" or "Subcontractor" or "Management Contractor"]</i>

## Form EXP - 4.2(a) Specific Construction Experience

*[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture.]*

Date: *[insert day, month, year]*  
 Applicant's Legal Name: *[insert full name]*  
 Applicant's Party Legal Name: *[insert full name]*  
 Reference ID No.: *[insert number, if any]*  
 Page *[insert page number]* of *[insert total number]* pages

**Fill up one (1) form per contract.**

<b>Contract of Similar Size and Nature</b>	
<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Contract Identification	<i>[insert contract name and Reference ID number, if</i>
Award Date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>
Completion Date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>
Role in Contract	<b>Prime Contractor Only</b>
Total Contract Amount	<i>[insert total contract amount in US\$]</i>
If partner in a JV, specify participation in total contract amount	<i>[insert a percentage amount]</i> <i>[insert total contract amount in US\$]</i>
Employer's Name:	<i>[insert full name]</i>
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/Fax Number:	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert E-mail address, if available]</i>

**Form EXP - 4.2(a) (cont.)**  
**Specific Construction Experience (cont.)**

<b>Similar Contract No.</b> <i>[insert number] of [insert number of similar contracts required]</i>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in US\$]</i>
2. Physical Size	<i>[insert physical size of activities]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/ technology involved in the contract]</i>
5. Other Characteristics	<i>[insert other characteristics as described in Section VI, Scope of Works]</i>

## Form EXP - 4.2(b)

### Specific Construction Experience in Key Activities

Date: *[insert day, month, year]*  
 Applicant's Legal Name: *[insert full name]*  
 Applicant's Party Legal Name: *[insert full name]*  
 Subcontractor's Legal Name (as per ITA 23.1) *[insert full name]*  
 Reference ID No.: *[insert number, if any]*  
 Page *[insert page number]* of *[insert total number]* pages

**Fill up one (1) form per contract.**

1. Key Activity No. (1) \_\_\_\_: *[insert brief description of the Activity, emphasizing its specificity]*

Contract with Similar Key Activities			
Item	Information		
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award Date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>		
Completion Date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>		
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in US\$]</i>		
If partner in a JV or subcontractor, specify participation of total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in US\$]</i>	
Employer's Name:	<i>[insert full name]</i>		
Address:	<i>[indicate street / number / town or city / country]</i>		
Telephone/Fax Number:	<i>[insert telephone/fax numbers, including country and city area codes]</i>		
E-mail:	<i>[insert E-mail address, if available]</i>		

2. Activity No. (2) \_\_\_\_

3. Activity No. (3) \_\_\_\_

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# **Section V. List of Eligible Countries of Japanese ODA Loans**

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



## **PART 2 – Works Requirements**



# Section VI. Scope of Works

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## **1. Description of the Works**

## **2. Construction Period**

### **3. Site and Other Data**