##### Letter of Application

To: Attention Project Director (WWTP)

Water and Sanitation Agency, Faisalabad,

[Project office near Novelty Bridge, Samundari Road, Water and Sanitation Agency Faisalabad, Punjab Province, Pakistan.](http://wasafaisalabad.gop.pk/Home/Contact?Length=4)

**Construction of Faisalabad Wastewater Treatment Project, Pakistan**

Design, Construction, Operation and Maintenance of an Eastern Wastewater Treatment Plant (44 MGD) of Faisalabad City

1. Being duly authorized to represent and act on behalf of *(insert name and address of applicant)* (hereinafter referred to as "the applicant"), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby applies for pre-qualification to tender for the contract indicated above:

2. Attached to this letter are copies of original documents defining:

(a) the applicant’s legal status,

(b) the principal place of business, and

(c) the place of incorporation (for applicants that are corporations), or the place of registration and the nationality of the owners (for applicants that are partnerships or individually owned firms).

3. With reference to General Instructions Sub-Clause 4.3, it is our intention to subcontract approximately *(insert approximate percentage)* percentage of the Contract Price, details of which are provided herein.

4. Your Agency and its authorized representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorisation to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the applicant.

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

*(insert name)*

*(insert address and communication facilities)*

*(insert name)*

*(insert address and communication facilities)*

6. This application is made with the full understanding that:

(a) tenders by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of tendering,

(b) your Agency reserves the right to

• amend the scope and value of the Contract to be tendered for, in which event, tenders will be invited only from those applicants who meet the resulting amended pre-qualification requirements, and

• reject or accept any application, cancel the pre-qualification process, and reject all applications.

(c) your Agency shall not be liable for any such actions under 6 (b) above.

7. Applicants who are not joint ventures should delete paragraphs 8 and 9 and initial the deletions. The attention of applicants who are joint ventures is drawn to General Instructions to Applicants Sub-Clause 5.6 regarding Letters of Intent.

8. Appended to this application, we give details of the participation of each member, including capital contribution and profit/loss agreements, in the joint venture. We also specify the financial commitment in terms of the percentage of the value of the Contract, and the responsibilities for execution of the Contract.

9. We confirm that if we tender, the tender, as well as any resulting Contract, will be:

(a) signed so as to legally bind all members, jointly and severally, and

(b) submitted with a joint venture agreement providing the joint and several liability of all members in the event the contract is awarded to us.

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

Date

|  |  |
| --- | --- |
| Signed | Signed |
| Name | Name |
| For and on behalf of *(name of applicant or leader of a joint venture)* | For and on behalf of *(name of member of joint venture* |
|  |  |
| Signed | Signed |
| Name | Name |
| For and on behalf of *(name of member of joint venture)* | For and on behalf of *(name of member of joint venture)* |

Information Forms

**Information Form (1) Page \_\_ of \_\_ Pages**

**General Information**

All individual firms and each member of a joint venture are requested to complete the information in this form. Nationality information should be provided for all owners that are partnerships or individually owned firms.

Where the applicant/tenderer proposes to use named subcontractors for highly specialized components of the Works, the following information should also be supplied for the subcontractor(s), together with the information in Forms 2, 3, 3A, 4, and 5.

|  |  |  |
| --- | --- | --- |
| 1. | Name of firm | |
| 2. | Head office address | |
| 3. | Telephone | Contact |
| 4. | Fax | Telex |
| 5. | Place of incorporation / registration | Year of incorporation / registration |

|  |  |  |
| --- | --- | --- |
| Nationality of owners[[1]](#footnote-2) | | |
| Name | | Nationality |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Information Form (2) Page of pages**

**General Experience Record**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

All individual firms and all members of a joint venture are requested to complete the information in this form. The information supplied should be the annual turnover of the applicant/tenderer (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to EURO at the rate of exchange at the end of the period reported. The annual periods should be calendar years, commencing with the years prior to the date of submission.

A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract, managerial arrangements, Employer, and other relevant details.

Use a separate sheet for each member of a joint venture.

Applicants/tenderers should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

|  |  |  |
| --- | --- | --- |
| Annual turnover data of construction of works and supply of goods | | |
| Year | Turnover | EURO equivalent |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Information Form (2a) Page of pages**

**Joint Venture Summary**

|  |
| --- |
| Names of all members of a joint venture |
| 1. Leader |
| 2. Member |
| 3. Member |
| 4. Etc. |

**Information Form (3) Page of pages**

**Particular Experience Record**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture or named subcontractor |

On separate pages, using the format of Form (3A), the applicant/tenderer is requested to list contracts of a similar size and complexity to the Contract for which the applicant/tenderer wishes to qualify, and which the applicant has undertaken during the period specified in the criteria for qualification. Each member of a joint venture should provide details of similar contracts on which they have had proportionate experience. The contract value at the time of award should be based on the payment currencies of the contracts converted into EURO, at the date of completion, or for ongoing contracts where Taking Over Certificates have been issued. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the applicant or by each member of a joint venture.

Where the applicant proposes to use named subcontractors for highly specialized elements of the Works, the information in the following forms should also be supplied for each subcontractor.

**Information Form (3a) Page of pages**

**Details of Contracts of Similar Nature and Complexity**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

Use a separate sheet for each contract.

|  |  |  |
| --- | --- | --- |
| 1. | Number of contract |  |
|  | Name of contract | |
|  | Country | |
| 2. | Name of Employer | |
| 3. | Employer address | |
| 4. | Nature of works and special features relevant to the contract for which the applicant wishes to pre-qualify | |
| 5. | Contract role (check one)  o Prime contractor o Management contractor o Subcontractor o Member in a joint venture | |
| 6. | Amount of the total contract/subcontract/member share (in specified currencies at completion, or at date of award for current contracts) | |
|  | Currency Currency Currency | |
| 7. | Equivalent amount EURO  Total contract: EURO\_\_\_\_\_\_\_\_\_\_\_, Subcontract: EURO\_\_\_\_\_\_\_\_\_\_\_\_, Member share: EURO\_\_\_\_\_\_\_\_\_\_\_ | |
| 8. | Date of award/completion | |
| 9. | Contract was completed \_\_\_\_\_ months ahead/behind original schedule (if behind, provide explanation). | |
| 10. | Contract was completed EURO \_\_\_\_\_\_\_\_\_ equivalent under/over original contract amount (if over, provide explanation). | |
| 11. | Indicate the approximate percent of total contract value (and EURO amount) of work undertaken by subcontract, if any, and the nature of such work. | |
|  |  | |
|  |  | |

**Information Form (4) Page of pages**

**Financial Capabilities**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

Each applicant/tenderer or member of a joint venture shall complete this form. A copy of the audited balance sheets shall be attached.

Autonomous construction subdivisions of parent conglomerate businesses shall submit financial information related only to the particular activities of the subdivision.

|  |  |  |
| --- | --- | --- |
| Banker | Name of banker | |
|  | Address of banker | |
|  |  | |
|  | Telephone | Contact name and title |
|  | Fax | Telex |

Summarize actual assets and liabilities in EURO equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years, or such period as stated in the criteria for qualification. Based upon known commitments, summarize projected assets and liabilities in EURO equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the applicant.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Financial information in EURO equivalent | Actual:  Previous five years | | | | | Projected:  Next two years | |
|  | 5. | 4. | 3. | 2. | 1. | 0. | 1. |
| 1. Total assets |  |  |  |  |  |  |  |
| 2. Current assets |  |  |  |  |  |  |  |
| 3. Total liabilities |  |  |  |  |  |  |  |
| 4. Current liabilities |  |  |  |  |  |  |  |
| 5. Profits before taxes |  |  |  |  |  |  |  |
| 6. Profits after taxes |  |  |  |  |  |  |  |

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 Contract as indicated in criteria for qualification.

|  |  |
| --- | --- |
| Source of financing | Amount (EURO equivalent) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

Attach audited financial statements - including, profit and loss account and balance sheet for the period stated in criteria for qualification (for the individual applicant or each member of a joint venture).

If audits are not required by the laws of applicant’s/tenderer’s countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant,

**Information Form (5) Page of pages**

**Personnel Capabilities, Overall**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

Each applicant/tenderer or member of a joint venture shall complete this form specifying his overall personnel resources within administration, financial, technical, quality assurance etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Own full-time manpower resources | | Average number | | |
| [year 1] | [year 2] | [year 3] |
| 1 | General management |  |  |  |
| 2 | Technical management |  |  |  |
| 3 | Administrative staff |  |  |  |
| 4 | Professional technical staff, total |  |  |  |
|  | hereof relevant for the direct execution of the Contract |  |  |  |
| 5A | [contract managers] |  |  |  |
| 5B | [site managers] |  |  |  |
| 5C | [key specialist, trade] |  |  |  |
| 5D | [key specialists, trade] |  |  |  |
| 6 | [Technicians and technical support staff] |  |  |  |
| 7 | [Foremen] |  |  |  |
| 8 | [Mechanics] |  |  |  |
| 9 | [Operators] |  |  |  |
| 10 | Other skilled and unskilled staff |  |  |  |

**Information Form (6) Page of pages**

**Personnel Capabilities, Particular**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

For specific positions essential to contract management and implementation, applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data of their experience should be supplied on separate sheets using one Form (6A) for each candidate.

If such candidates are also considered in the tender evaluation, they should not also be considered in the evaluation of qualifications and the Forms (6) and (6A) shall be marked N/A and not filled in.

|  |  |
| --- | --- |
| 1. | Title of position |
|  | Name of prime candidate |
|  | Name of alternate candidate |
| 2. | Title of position |
|  | Name of prime candidate |
|  | Name of alternate candidate |
| 3. | Title of position |
|  | Name of prime candidate |
|  | Name of alternate candidate |
| 4. | Title of position |
|  | Name of prime candidate |
|  | Name of alternate candidate |

**Information Form (6a) Page of pages**

**Candidate Summary**

|  |
| --- |
| Name of applicant/tenderer or member of a joint venture |

|  |  |  |
| --- | --- | --- |
| Position | | Candidate  o Prime o Alternate |
| Candidate information | Name of candidate | Date of birth |
|  | Professional qualifications | |
|  |  | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  |  | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | Telex |
|  | Job title of candidate | Years with present employer |

Summarize professional experience over the last twenty 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 |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
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|  |  |  |

**Information Form (7) Page of pages**

**Litigation History**

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| --- |
| Name of applicant/tenderer or member of a joint venture |

Applicants, including each of the members of a joint venture, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Award FOR or AGAINST applicant/tenderer | Name of client, cause of litigation, and matter in dispute | Disputed amount (current value, EURO equivalent) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

1. To be completed by all owners of partnerships or individually owned firms. [↑](#footnote-ref-2)