

P/Q 書類 (例)

(name of the executing agency)

(name of the recipient country)

## PREQUALIFICATION DOCUMENTS

FOR

(name of the Project)

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INVITATION TO PREQUALIFICATION  
INSTRUCTION TO APPLICANTS

(month 20\*\*)

(name of the Consultant)

## INVITATION TO PREQUALIFICATION

Dear Sir and/or Madame,

On behalf of (name of the executing agency) (hereinafter referred to as "the Client"), (name of the Consultant) informs that Japanese firms are invited to the prequalification for competitive bidding for (name of the Project) (hereinafter referred to as "the Project") which will be financed by a grant extended by the Japan International Cooperation Agency (JICA) based upon the Grant Agreement signed between (the Government of the (name of the recipient country) or (name of the executing agency) ) and JICA on the \*\*th day of \*\*\*\*\*, 20\*\* for the Project.

Eligible firms interested in participating in the bidding are kindly requested to submit the application for prequalification and all accompanying documents, which shall be prepared in accordance with this Prequalification Documents and shall be delivered by hand to:

(Address of the Consultant)

The delivery of the application shall be not later than \*\*:\*\* Japan standard time on the \*\*th day of \*\*\*\*\*, 20\*\*.

Applicants who are to be invited for the bidding will be informed in due time.

Yours respectfully,

(Signature)

\_\_\_\_\_  
(Printed Name of Chief Consultant)

Chief Consultant

(Name of the Consultant)

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### ATTACHMENT

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## INSTRUCTION TO APPLICANTS

### I. Background of the Project

### II. Scope of Work

The scope of the works covered by the present bidding (hereinafter referred to as "the Work") shall consist of the following components:

#### (1) Facilities

- 
- 
- 

#### (2) Equipment

- 
- 

The Work shall include site survey, design and supply for temporary works, installation of the equipment and materials, performance test, transportation, insurance and all other things required in and for the Project implementation in due conformity with the Bidding Documents.

The Work shall be completed on or before the \*\*th day of \*\*\*\*\*, 20\*\*.

### III. Conditions of Prequalification

Applicants for prequalification of the bidding (hereinafter referred to as “Applicant”) shall be required to satisfy the following conditions:

1. Eligibility in accordance with the E/N, G/A and the Procurement Guidelines for Japanese Grants
  - (1) An Applicant and all members constituting the Applicant shall be Japanese physical persons or Japanese juridical persons incorporated and registered under the laws of Japan who are controlled by Japanese nationals. Any firms, who fall under any of the items of Article 26, paragraph 1 of the Foreign Exchange and Foreign Trade Act (Law No.228 of 1949, Japan), shall not be regarded as being controlled by Japanese physical persons.
  - (2) An Applicant and all members constituting the Applicant shall not have a conflict of interest. An Applicant shall be employed or the individual shall be excluded under any of the circumstances set forth below, where it is determined to have a conflict of interest throughout the bidding/selection process and/or the execution of the contract unless the conflict has been resolved in a manner acceptable to JICA.
    - (a) A firm that provides consulting services for the preparation or implementation of the Project shall be disqualified from providing products or non-consulting services resulting from or directly related to such consulting services. This provision does not apply to the various firms (consultants, contractors, or suppliers) only due to the reason that those firms together are performing the Contractor’s obligations under a turnkey or design and build contract.

A firm who has any of the following capital, personal or contractual ties (including similar ones) with the above-mentioned firm shall also be disqualified:

      - a) a parent company or a subsidiary defined in the Article 2 of Companies Act of Japan;
      - b) subsidiary companies of the same parent company;
      - c) a firm whose director , officer or executive officer serves as a director, officer or executive officer in the above mentioned firm excluding a firm who is either a reorganization company defined in Article 2, paragraph 7 of Corporate Reorganization Act or a company under rehabilitation proceedings defined in Article 2, item (iv) of Civil Rehabilitation Act;
      - d) a firm whose director serves as a trustee appointed under Article 67, paragraph 1 of Corporate Reorganization Act or under Article 64, paragraph 2 of Civil Rehabilitation Act;
      - e) a subcontractor directly retained by a contractor who plays a major role in preparation and implementation of the project.
    - (b) A firm that has a close business relationship with the Recipient’s professional personnel, who are directly or indirectly involved in any part of: (i) the preparation of the prequalification and bidding Documents for the contract, (ii) the prequalification and the bid evaluation, or (iii) the supervision of such contract, shall be disqualified.
    - (c) A firm and a firm who has capital or personal ties (including similar ones) set forth a) to d) of (2) (a) above with that firm (hereinafter referred to as “Related Firm”) may submit their application for prequalification individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, a firm (including its Related Firm), may participate in other Bids, only in the capacity of a sub-contractor.
    - (d) A firm may not involve any individual (whether as employee, contractor or otherwise) in the provision of products or non-consulting services resulting from or directly related to such consulting services who is, has been, or is intended to be assigned (whether by the consultant, or any other party) to provide consulting services for the preparation or implementation of the Project.
    - (e) A firm having any other form of conflict of interest other than 1) through 4) above shall be disqualified.
  - (3) An Applicant and all members constituting the Applicant that has been determined to be ineligible by JICA set forth below shall not be eligible to be awarded a contract.
    - (a) In this clause, “bidder” and “contractor” are used as synonyms of “Applicant”.
    - (b) It is JICA’s policy to require that the Recipient, as well as bidders and contractors, under contracts funded with a Japanese Grant and other Japanese ODA, shall observe the highest standard of ethics during the

procurement and execution of such contracts. In pursuance of this policy, JICA may:

- a) reject a proposal for the award of a contract if it determines that the bidder recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract in question; and
- b) recognize a physical or juridical person as ineligible, for a period determined by JICA, to become a party to, to become a subcontractor under, or to be delegated any responsibilities under any contract funded with a Japanese Grant, if JICA, at any time, determines that the person has engaged in corrupt or fraudulent practices in competing for, or in executing, another contract funded with a Japanese Grant or other Japanese ODA.

(c) When the authorities concerned of the Government of Japan decide to impose against a firm such administrative sanctions as debarment, exclusion of products manufactured, etc., from Japanese governmental procurement, JICA may ask the Recipient to exclude the products manufactured by the sanctioned firm from the procurement under the Grant, for the period of the sanctions determined by such authorities concerned of the Government of Japan.

## 2. Corporation nature

An applicant shall be Japanese construction firms who have a license for construction business required for executing the construction works *[if necessary, describe the type and the required category and business type of licenses for construction business]* directly and/or by sub-contracting in Japan in compliance with Article 3 and Article 3-2 of the Construction Business Act (Kensetsugyo-Ho, Law No.100 of 1949, Japan) \*.

*[Note: Modify the the acceptable type of business enterprise and required licenses (including acceptable combination of member in case of JV) if necessary.]*

## 3. Financial status

An Applicant and all members constituting the Applicant shall be in sound financial conditions. The applicants for pre-qualification shall submit business experience records, financial statements for the last two (2) consecutive fiscal years comprising balance sheets and profits and loss statements, and a certificate for the completed construction work for the last two (2) consecutive years. (国内外を問わない工事実績) The applicants who have applied for the commencement of the reorganization procedures as defined in Article 17 of the Corporation Reorganization Act (Kaisha-Kosei-Ho, Law No. 154 of 2002, Japan) or the rehabilitation procedures as defined in Article 21 of the Civil Rehabilitation Act (Minji-Saisei-Ho, Law No. 225 of 1999, Japan) but have not received the decision on the commencement of the above-mentioned procedures of the said Act are excluded from the bidding.

## 4. Overseas experience in construction work

### (A パターンの場合)

An Applicant shall have at least (number) construction works with the contract price not less than \*\*\* million Japanese Yen during the last ten years, or have experience of construction works of which total contract price shall be not less than \*\*\* million Japanese Yen executed overseas, regardless of prime contracting or sub-contracting during the same period. In case of Joint Venture, all the members combined shall satisfy the requirements stated above. (共同企業体の場合は、共同企業体として合算して満たしていればよい)

### (B パターンの場合)

Qualified bidders shall declare, if any, overseas construction experiences, regardless of prime contracting or sub-contracting and regardless of headquarters' work, overseas affiliated company's work or subsidiary company work

## 5. Similar experience in construction work

### (A パターンの場合)

An Applicant shall have at least (number) experiences of construction works for facilities with similar type to the Project, either domestic or overseas, with the contract price not less than \*\*\* million Japanese Yen during the last ten years, regardless of prime contracting or sub-contracting. "Experiences of construction works for facilities with similar type to the Project" means\_\_\_\_\_.

In case of Joint Venture, all the members combined shall satisfy the requirements stated above. (共同企業体の場合は、共同企業体として合算して満たしていればよい)

### (B パターンの場合)

An Applicant shall declare, if any, construction experiences with similar type to the Project (including

subcontracted works) regardless of domestic or overseas works.

6. Specific Construction Experiences (案件で特定工事を指定する必要がある場合はコンサルタントが具体的に記載する)

An Applicant shall declare at least (number) experiences of Specific Construction works. (Specific Construction means 具体的工事)

7. Number of qualified engineers

(A パターンの場合)

An Applicant and all members constituting the Applicant shall have not less than (number) engineers who have been licensed for the followings:

- First Class Licensed Civil Works Supervisor
- First Class Licensed Architect
- Registered Consulting Engineer
- Registered Building Service Engineer

(B パターンの場合)

An Applicant and all members constituting the Applicant shall declare (number) experienced and qualified engineers

8. Joint Venture

An applicant may be a firm that is a single entity or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a JV, all members shall be jointly and severally liable for the execution of the contract in accordance with the contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

The combination of Joint Venture shall be applied by the closing time specified in the Bidding Documents.

Joint Ventures among general civil contractors or among general civil contractor and/or trading firms/manufacturers are acceptable.

The maximum number of the Partners in the Joint Venture are three (3), and the minimum ratio of its paid capital by each Partner to total capital must be equal or more than six-tenth of equal divide of total capital. The Prime Partner must be who paid the biggest amount of capital or biggest share of total cost of construction.

#### IV. Required Documents for Prequalification

The applicants for prequalification shall be required to submit the following documents in duplicate, which shall be prepared in accordance with the attached forms and written in English.

The application and all accompanying documents shall be delivered by hand to the address below by the closing time specified in the Invitation to Pre-qualification of this Prequalification Documents.

1. Application Letter (Form-1)
2. General Information of Applicant (Form-2)
3. Financial Statement (Form-3)
4. List of Major Overseas Experiences (Form-4)
5. List of Similar Work Experiences (Form-5)
6. List of Specific Construction Experiences (if any) (Form-6)
7. Company Brochure

In case of Joint Venture the following documents shall be additionally required:.

- Each Partner shall submit the following documents;

1. Company Brochure
2. General Information of Applicant (Form-2)
3. List of Major Domestic and Overseas Experiences for Similar Work Experience (Form-4) and/or (Form-5)
4. Financial Statements (Form-3)

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Joint Venture shall submit the following document;

1. List of Specific Construction Experiences as a whole (if any) (Form-6)
2. Number and Names of Partners on Joint Venture
3. Name of the Prime Partner
4. Document for the minimum ratio of its paid capital by each Partner to total capital

#### V. Notification to Applicants

All applicants who satisfy the conditions of prequalification shall be prequalified and notified within fourteen (14) days after submission of the application. Unsuccessful applicants also shall be notified in the same period.

#### VI. Further schedule

The Bidding Documents shall be delivered to all prequalified applicants around beginning (middle, end) of \*\*\*\*\*, 20\*\*. The applicants shall be requested to submit the bid around beginning (middle, end) of \*\*\*\*\*, 20\*\*, Fixed schedule shall be stipulated in the Bidding Documents.

(Form-1)  
(Letterhead of the Bidder)

APPLICATION LETTER

To: (Name of the Client)

Re: (Name of the Project)

\_\_\_\_\_, 20\*\*

Dear Sir and/or Madame,

We are pleased to apply for participation in the prequalification for the captioned project, to be financed with Japanese grant, and to submit the documents in duplicate for your review and acceptance, the documents in duplicate, which are attached hereto.

We declare that

We have examined and have not reservations to the prequalification documents:

We, *including subcontractor*, meet the eligibility requirements as stated in “III. Conditions of Prequalification” of prequalification documents:

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

\*\*\*\*\*, 20\*\*.

Yours respectfully,

(Signature)  
\_\_\_\_\_  
(Printed Name of Signer)  
(Title of Signer)  
(Name of Bidder)  
(Address of Bidder)

Note: Name and position of person who may be contacted for further information if required are as follows;

Name :  
Position :  
Telephone No. :  
Facsimile No. :  
E-mail address:

(Form-2)

General Information of Applicant

1. Name (legal name)

\_\_\_\_\_

2. Address of the Head Office

\_\_\_\_\_

3. The Specific Construction Business License Granted by Ministry of Construction, Japan

License Number : \_\_\_\_\_

Date of Issue : \_\_\_\_\_

4. Name of Company's Representative

\_\_\_\_\_

5. Date Establishment of Applicants  
(month and year) \_\_\_\_\_

6. Date Establishment of Department or Section for Overseas Works  
(month and year) \_\_\_\_\_

7. Full Paid-in Capital

\_\_\_\_\_

8. Numbers of Employee

(1) Civil Engineering Staff \_\_\_\_\_

(2) Architect Engineering Staff \_\_\_\_\_

(3) Mechanical and Electrical Engineering Staff \_\_\_\_\_

(4) Administration Staff \_\_\_\_\_

(5) Others \_\_\_\_\_

TOTAL \_\_\_\_\_

9. Numbers of Qualified Employee

(1) First Class Licensed Civil Works Supervisor \_\_\_\_\_

(2) First Class Licensed Architect \_\_\_\_\_

(3) Registered Building Service Engineer \_\_\_\_\_

(4) Registered Consulting Engineer \_\_\_\_\_

10. Annual Total Sales of Overseas project (last 10 years)
- |    |       |                      |
|----|-------|----------------------|
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |
| FY | _____ | million Japanese Yen |

(Signature) \_\_\_\_\_  
 (Name of Signer)  
 (Title of Signer)  
 (Name of Bidder)

(Form-3)

Financial Statement

Unit: Million Japanese Yen

Fiscal Year Item			
1. Gross sales			
2. Gross profit			
3. Operating profit			
4. Ordinary profit			
5. Net profit before tax			
6. Current assets			
7. Fixed assets			
8. Current liabilities			
9. Share holders' equity			
10. Total of liabilities and share holders' equity			

Remarks:      Gross profit      =      Gross sales - Cost of sales  
                  Operation profit      =      Gross profit - Selling and Administration cost  
                  Ordinary profit      =      Operating profit + non-operating income - non-operating expense  
                  Net profit before tax      =      Ordinary profit + extraordinary income - extraordinary loss

(Signature) \_\_\_\_\_  
(Name of Signer)  
(Title of Signer)  
(Name of Bidder)

(Form-4)

List of Major Overseas Experiences

Name of Project	Client	Country	Contract Amount (Million JY)	Source of Fund	Contract Period	Description of the Works

(Signature) \_\_\_\_\_

(Name of Signer)

(Title of Signer)

(Name of Bidder)

(Form-5)

List of Similar Work Experiences

Name of Project	Client	Country	Contract Amount (Million JY)	Source of Fund	Contract Period	Description of the Works

(Signature) \_\_\_\_\_

(Name of Signer)

(Title of Signer)

(Name of Bidder)

(Form-6)

List of Specific Construction Experience as a whole

Name of Partner	Name of Project	Client	Country	Contract Amount (Million JY)	Source of Fund	Contract Period	Description of the Works

(Signature) \_\_\_\_\_

(Name of Signer)

(Title of Signer)

(Name of Bidder)