

**P/Q書類(例)**

**(name of the executing agency)**

**(name of the recipient country)**

## **PREQUALIFICATION DOCUMENTS**

**FOR**

**(name of the Project)**

**CONTENTS**

**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 prequalification for competitive tendering 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.

Japanese firms interested in participating in the tendering 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 tendering will be informed in due time.

Yours respectfully,

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

(Printed Name of Project Manager)

Project Manager

(Name of the Consultant)

## **TABLE OF CONTENTS**

1. Background of the Project
2. Scope of Work
3. Conditions of Prequalification
4. Required Documents for Prequalification
5. Notification to Applicants
6. Further Schedule

### ATTACHMENT

- |         |   |
|---------|---|
| Form 1: | Application Letter                        |
| Form 2: | General Information of Applicant          |
| Form 3: | Financial Statement                       |
| Form 4: | List of Major Overseas Experiences        |
| Form 5: | List of Similar Work Experiences          |
| Form 6: | List of Specific Construction Experiences |

# INSTRUCTION TO APPLICANTS

## **1. Background of the Project**

## **2. Scope of Work**

The scope of the works covered by the present tendering (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 Tender Documents.

The Work shall be completed on or before \*\*th day of \*\*\*\*\*, 20\*\*. The period may be extended by mutual agreement between the Government of (name of the recipient country) and the Contractor if unpredicted circumstances require any extension of the period. In order to extend the period, the Government of (name of the recipient country) and the Contractor shall obtain prior consent of JICA. The extended period shall not exceed the term of validity of the Grant as prescribed in the G/A(or documents exchanged for the purpose of extending the term described in the G/A).

### 3. Conditions of Prequalification

Applicants for prequalification of the tendering shall be required to satisfy the following conditions.

Qualified tenderers shall be required, under contracts funded by the Grant, to observe the highest standard of ethics during the procurement and execution of such contracts.

The applicants for the prequalification of the tenderring shall not have engaged in corrupt or fraudulent practices in competing for, or in executing any other contracts funded by the Grant or other Japanese ODA.

Joint Ventures among general civil contractors, or among general civil contractor and/or trading firms/manufacturers (hereinafter referred to as “Partner”) are acceptable on the condition that each Partner shall satisfy the requirements stated above.

Attention:

The firms against whom sanctions are imposed by JICA based on the JICA Rules on Sanctions against Persons Engaged in Fraudulent Practices, etc. in Projects of ODA Loan and Grant Aid, shall be excluded from the tendering process.

#### 1. Corporation nature

Qualified tenderers shall be Japanese construction firms who have a license for construction business required for executing the construction works 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). Qualified tenderers 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 (Gaikokukawase-oyobi-Gaikokuboeki-Ho, Law No.228 of 1949, Japan), shall not be regarded as being controlled by Japanese physical persons.

In case of Joint Venture, each Partner shall satisfy the requirements stated above.

#### 2. Financial status

Qualified tenderer 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 tendering. In case of Joint Venture, each Partner shall satisfy the requirements stated above.

(案件として全省庁統一資格結果通知書において財務状況審査が代替できる場合は、その旨記載)

#### 3. Overseas experience in construction work

(Aパターンの場合)

Qualified tenderers 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 Partners 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 tenderers 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

#### 4. Similar experience in construction work

(Aパターンの場合)

Qualified tenderers 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 Partners 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 tenderers shall declare, if any, construction experiences with similar type to the Project (including subcontracted works) regardless of domestic or overseas works.

#### 5. 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)

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

#### 6. Number of qualified engineers

(Aパターンの場合)

Qualified tenderers 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

In case of Joint Venture, each Partner shall satisfy the requirements stated above.

(Bパターンの場合)

Qualified tenderers shall declare (number) experienced and qualified engineers

#### 7. Joint Venture

An Applicant may be a single entity or Joint Venture comprising any combination of entities (Partners) with the formal intent, as evidenced by a letter, to enter into an agreement or under an existing agreement.

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

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.

#### **4. 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)

- 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

#### **5. 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.

#### **6. Further schedule**

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

(Letterhead of the Tenderer)

**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 Japan's grant aid, and to submit the documents in duplicate for your review and acceptance, the documents in duplicate, which are attached hereto.

We declare that the particulars attached herein are true and correct in every detail.

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

Yours respectfully,

**(Signature)**

\_\_\_\_\_ (Printed Name of Signer)

(Title of Signer)

(Name of Tenderer)

(Address of Tenderer)

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

Name :  
Position :  
Telephone No. :  
Facsimile No. :



**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 Tenderer)

**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 Tenderer)

**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 Tenderer)

**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 Tenderer)

**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 Tender)