

Standard Prequalification Document under Japanese ODA Grants



*Japan International Cooperation Agency
(JICA)*

November 2024

入札参加資格事前審査 公告（例）

（国名）国（実施機関名）は、日本の無償資金協力による「（案件名）」の入札参加資格事前審査を公示します。（事業内容を一言で表す。●●施設の建設等）を実施するもので、詳細は以下のとおりです。

Invitation for Prequalification

Date: [insert date of issuance of Invitation for Prequalification]

Client: [insert name of Client]

Country: [insert country of Client]

Project Name: [insert name of Project]

Contract Name: [insert name of Contract]

1. The Government of [insert name of Country] has received a grant from the Japan International Cooperation Agency (JICA) towards the cost of the Project above and intends to apply part of the grant towards payments under the Contract above, resulting from the bidding for which this prequalification is conducted.
2. The Client above now intends to prequalify firms for [insert brief description of the works].
3. It is expected that Invitation for Bids will be made in [insert month and year].
4. Prequalification will be conducted through procedures in accordance with the applicable Procurement Guidelines for the Japanese Grants, and is open to all Applicants who meet qualifications defined in the Prequalification Document.
5. Interested Applicants may obtain further information and the Prequalification Document from:
[insert name of the Consultant]
Address: [insert mailing address of the Consultant]
Office hours: [insert office hours]
Contact person: [insert name of person in charge]
Telephone: [insert telephone number]
E-mail address: [insert email address]
6. Applications for Prequalification must be delivered to the address above on or before [insert time] on [insert date].

PREQUALIFICATION DOCUMENT

for

Procurement of
[insert name of the works]

Client : *[insert name of Client]*

Country : *[insert name of country of Client]*

Project : *[insert name of Project]*

Contract : *[insert name of Contract]*

Consultant: *[insert name of Consultant]*

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Section I. Instructions to Applicants

Section I. Instructions to Applicants (ITA) shall be used without modification. Any necessary changes, acceptable to JICA, to address specific country and project issues, shall be introduced only through the **Prequalification Data Sheet**.

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A. General

1. Scope of Application

- 1.1 The Client **as specified in Section II, Prequalification Data Sheet (PDS)** issues this Prequalification Document to prospective applicants (hereinafter referred to as “Applicants”) interested in submitting application (hereinafter referred to as “Applications”) for prequalification to bid for the works **described in Section V, Works Requirements**, and the Consultant **specified in the PDS**, duly authorized by the Client, distributes this Prequalification Document on behalf of the Client.

The name of the Project and the name of the Contract are **specified in the PDS**.

- 1.2 Throughout this Prequalification Document:

- (a) the term “in writing” means communicated in written form and delivered by mail or facsimile (including PDF file by e-mail) against receipt;
- (b) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
- (c) “day” means calendar day.

2. Source of Funds

- 2.1 The Recipient **specified in the PDS** has received a Japanese ODA Grant from the Japan International Cooperation Agency (hereinafter referred to as “JICA”), in the amount and on the signed date of the Grant Agreement **specified in the PDS**, towards the cost of the Project. The Recipient intends to apply the Grant to payments under the Contract resulting from the bidding for which this prequalification is conducted.

- 2.2 Disbursement of a Japanese ODA Grant by JICA will be subject, in all respects, to the terms and conditions of the Grant Agreement, including the disbursement procedures and the applicable Guidelines for Procurement under Japanese ODA Grants **specified in the PDS**. No party other than the Recipient shall derive any rights from the Grant Agreement.

- 2.3 The above Grant Agreement will cover only a part of the project cost. The other expenses not covered by the Japanese ODA Grant will be borne by the Recipient.

3. Corrupt and Fraudulent Practices

- 3.1 It is JICA’s policy to require that the bidders and the contractors, as well as the recipients, and the employers, under contracts funded with Japanese ODA Grants and other Japanese ODA, observe the highest standard of ethics during the procurement and execution of such contracts.

- 3.2 In pursuance of this policy, JICA:

- (a) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (b) will recognize a contractor as ineligible, for a period determined by JICA, to be awarded a contract funded with Japanese ODA Grants if it at any time determines that the bidder or the contractor has engaged in any corrupt or fraudulent practice in competing for, or in executing, another contract funded with Japanese ODA Grants or other expenditure by the Japanese governments.

- 3.3 If the Client determines, based on reasonable evidence, that any Applicant has engaged in any corrupt or fraudulent practice, the Client may disqualify such Applicant after notifying the grounds of such disqualification.

4. Eligible Applicants

- 4.1 The Applicant may be a single firm or a joint venture (JV). In the case of a JV:
- (a) All members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms.
 - (b) 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 prequalification process, bidding (in the event the JV submits a bid) and during contract execution (in the event the JV is awarded the Contract).
 - (c) An Application submitted by a JV shall include a copy of the JV agreement entered into by all members. Alternatively, a formal letter of intent to enter into a JV in the event of a successful Bid shall be signed by all members and submitted with the Application. The JV agreement or the a formal letter of intent, as the case may be, shall indicate at least the part(s) of the works to be executed by each member.
- 4.2 The Applicant shall not have a conflict of interest. The Applicant shall be disqualified 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 shall be disqualified from providing goods or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the Project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm. 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.
 - (b) A firm that has a close business relationship with any professional staff of the Recipient, who are directly or indirectly involved in any part of: (i) the preparation of this Prequalification Document and/or a bidding document for the Contract, (ii) the Prequalification and Bid evaluation, or (iii) the supervision of such contract, shall be disqualified.
 - (c) A firm may not involve any individual (whether as an employee, a contractor or otherwise) in the provision of products or non-consulting services for the Project who is, has been or is intended to be assigned (whether by a consultant, or any other party) to provide consulting services for the preparation or implementation of the Project.
 - (d) A firm or an individual having any other form of conflict of interest other than (a) through (c) above shall also be disqualified.
- 4.3 The Applicant, or all members constituting the Applicant in the case of JV, shall be Japanese juridical persons controlled by Japanese physical persons. 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.

- 4.4 The Applicant that has been determined to be ineligible by JICA in accordance with ITA 3.1 shall not be eligible to be awarded a contract.
- 4.5 The Applicant shall provide such evidence of its continued eligibility satisfactory to the Consultant, as the Consultant may reasonably request.
- 4.6 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit their applications for prequalification either individually or as JV among them, but once prequalified, based on the “One Bid Per Bidder” principle, which is to ensure fair competition, only one prequalified applicant out of them will be allowed to bid for the contract. All Bids submitted in violation of this procedure will be rejected.

B. Contents of the Prequalification Document

5. Sections of Prequalification Document

- 5.1 The Prequalification Document consists of the sections specified below, and which should be read in conjunction with any addenda issued in accordance with ITA 7.
- Section I. Instructions to Applicants (ITA)
 - Section II. Prequalification Data Sheet (PDS)
 - Section III. Qualification Criteria
 - Section IV. Application Forms
 - Section V. Works Requirements
- 5.2 Unless obtained directly from the Consultant, neither the Client nor the Consultant is responsible for the completeness of the Prequalification Document, responses to requests for clarification, or addenda to the Prequalification Document in accordance with ITA 7. In case of any contradiction, documents obtained directly from the Consultant shall prevail.
- 5.3 The Applicant is expected to examine all instructions, forms, terms and specifications in the Prequalification Document, and to furnish with its Application all information and documentation as is required by the Prequalification Document. The information or documentation shall be complete, accurate current, and verifiable.

6. Clarification of Prequalification Document

- 6.1 The Applicant requiring any clarification of the Prequalification Document shall contact the Consultant in writing at the Consultant's address **specified in the PDS**. The Consultant 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 Consultant shall forward copies of its response to all Applicants who have obtained the Prequalification Document from the Consultant, including a description of the inquiry but without identifying its source. Should the clarification result in changes to the essential elements of the Prequalification Document, the Client shall amend the Prequalification Document following the procedure under ITA 7.

7. Amendment of Prequalification Document

- 7.1 At any time prior to the deadline for submission of Applications, the Client may amend the Prequalification Document by issuing addenda.
- 7.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the Prequalification Document from the Consultant.
- 7.3 To give Applicants reasonable time in which to take an addendum into account in preparing their Applications, the Client may extend the deadline for the submission of Applications.

C. Preparation and Submission of Applications

8. Cost of Applications

- 8.1 The Applicant shall bear all costs associated with the preparation and submission of its Application, and the Client and/or the Consultant shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

9. Language of Application

- 9.1 The Application, as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Client and/or the Consultant, 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, such translation shall govern.

10. Documents Comprising the Application

- 10.1 The Application shall comprise the following:
 - (a) Application Submission Form, in accordance with ITA 11;
 - (b) copy of the JV agreement, or a formal letter of intent to enter into a JV in accordance with ITB 4.1, in case of JV;
 - (c) documentary evidence in accordance with ITA 12 establishing the Applicant's eligibility and qualifications to perform the Contract if its Bid is accepted;
 - (d) any other document required **as specified in the PDS**.

11. Application Submission Form

- 11.1 The Applicant shall complete the Application Submission Form using the relevant forms **furnished in Section IV, Application Forms**. This form must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

12. Documents Establishing the Qualifications of the Applicant

- 12.1 To establish its qualification to perform the contract **in accordance with Section**

III, Qualification Criteria, the Applicant shall provide the information requested in the corresponding forms **included in Section IV, Application Forms**.

13. Format and Signing of the Application

- 13.1 The Applicant shall prepare one (1) set of the Application comprising the documents as described in ITA 10.
- 13.2 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. All pages of the Application where entries or amendments have been made shall be signed or initialed by the person signing the Application.
- 13.3 An Application submitted by a JV shall be signed by an authorized representative of the JV accompanied by a Power of Attorney from each member of the JV giving that authorized representative the power to sign on their behalf and legally bind them all.
- 13.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Application.
- 13.5 The Applicants shall clearly mark "CONFIDENTIAL" any information which they regard as confidential to their business. Such information may include proprietary information, trade secrets, or commercial or financially sensitive information.

14. Sealing and Marking of Applications

- 14.1 The Applicant shall enclose all documents comprising the Application in a sealed envelope clearly marked with the name and address of the Applicant.

15. Deadline for Submission of Applications

- 15.1 Applications must be submitted by hand and received by the Consultant at the address and no later than the date and time **specified in the PDS**.

D. Evaluation of Applications

16. Confidentiality

- 16.1 Information relating to the evaluation of Applications and result shall not be disclosed to the Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 20.
The use by any Applicant of confidential information related to this prequalification process may result in the rejection of its Application.
- 16.2 Any attempt by an Applicant to influence the Client and/or the Consultant in the evaluation of the Applications may result in the rejection of its Application.
- 16.3 Notwithstanding ITB 16.2, from the time of Application opening to the time of notification of results of the prequalification, if any Applicant wishes to contact the Client and/or the Consultant on any matter related to the prequalification process,

it shall do so in writing.

17. Clarification of Applications

- 17.1 To assist in the examination and evaluation of the Applications and the qualification of the Applicants, the Consultant duly authorized by the Client may, at its discretion, ask any Applicant for a clarification of its Application, giving a reasonable time for a response. The Consultant's request for clarification and the Applicant's response shall be in writing.
- 17.2 If an Applicant does not provide clarifications of its Application by the date and time set in the Consultant's request for clarification, its Application may be rejected.
- 17.3 In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 17.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

18. Evaluation of Applications

- 18.1 The Applicant shall substantially meet or exceed the specified qualification requirements. The Client reserves the right to waive minor (nonmaterial) deviations in the qualification criteria if they do not materially affect the technical capability and financial resources of the Applicant to perform the Contract.
- 18.2 The determination shall be based upon an examination of the documentary evidence of the Applicant's qualifications submitted by the Applicant, pursuant to ITA 12.

19. Client's Right to Accept or Reject Applications

- 19.1 The Client 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.

20. Notification of Prequalification

- 20.1 The Client shall notify all Applicants who have been prequalified in writing. In addition, those Applicants who have been disqualified will be informed separately.

Section II. Prequalification Data Sheet

A. General	
ITA 1.1	<p>The Client is: [insert name of Client].</p> <p>The name of the Consultant is: [insert name of Consultant].</p> <p>The name of the Project is: [insert name of Project].</p> <p>The name of the Contract is: [insert name of Contract].</p>
ITA 2.1	<p>The Recipient is: [insert name of the Recipient].</p> <p>The Grant Agreement for the Project was signed by JICA and the Recipient on the date of [insert date] for the amount of [insert amount] Japanese Yen.</p>
ITA 2.2	<p>The applicable Guidelines for Procurement under Japanese ODA Grant is: [insert name of guideline].</p>
B. Contents of Prequalification Document	
ITA 6.1	<p>For clarification purposes only, the Consultant's address is:</p> <p>Address: [insert address]</p> <p>Attention: [insert full name of person in charge]</p> <p>Telephone: [insert telephone number]</p> <p>Email: [insert email address(es)]</p>
C. Preparation and Submission of Applications	
ITA 9.1	<p>The language of the Application is: [insert one of the following: English, Spanish or French].</p>
ITB 10.1 (d)	<p>[List any additional document not already listed in ITA 10.1 that must be submitted with the Application. If there is none, then delete all above and state "This PDS 10.1 (d) is not applicable".]</p>
ITB 15.1	<p>For Application submission purposes only, the Consultant's address is:</p> <p>Address: [insert address]</p> <p>Office hours: [insert office hours]</p> <p>Attention: [insert full name of person in charge]</p> <p>Telephone: [insert telephone number]</p> <p>E-mail address: [insert email address]</p> <p>The deadline for Application submission is:</p> <p>Date: [insert day, month, and year, e.g., 30 June 2025]</p>

	Time: <i>[insert time, and identify if a.m. or p.m., e.g., 10:30 a.m.]</i>
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Section III. Qualification Criteria

1. Eligibility

(1) Nationality

The Applicant, or each member of JV in the case of JV, shall be a Japanese national controlled by Japanese physical persons, as described in ITA 4.3.

(2) Conflict of Interest

The Applicant, or each member of JV in the case of JV, shall have no conflict of interest in ITA 4.2.

(3) JICA Ineligibility

The Applicant, or each member of JV in the case of JV, shall not have been declared ineligible by JICA, as described in ITA 4.4.

(4) JV members

In the case of JV, the member of JV shall not exceed three.

(5) License

The Applicant, or representative of JV in the case of JV, shall 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).

2. Financial Situation and Capabilities

(1) Financial Performance

The financial statements for the last three (3) years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.

As the minimum requirement, the Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.

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.

This requirement shall also apply to all JV members in the case of JV.

(2) Average Annual Turnover

Minimum average annual turnover of JPY [insert amount in JPY], calculated as total certified payments received for contracts in progress and/or completed, within the last three (3) years, divided by three (3) years.

In the case of JV, all JV members combined annual turnover shall be calculated and considered.

3. Experience

(1) Overseas Experience

The Applicant shall have adequate experience, especially, at least [insert

number] overseas contracts of construction works with the each price not less than *[insert number]* million Japanese Yen during the last ten years, or have the same of which total contract price shall be not less than *[insert number]* million Japanese Yen during the same period, regardless of prime contracting or sub-contracting. In the case of JV, all the members combined shall satisfy the requirements stated above.

(2) Specific Experience

The Applicant, or JV member combined, shall have adequate experiences, especially, at least *[insert number]* cases of undertaking specific construction works. The specific construction works hereof shall be *[description of specific works]*, with the construction value not less than *[insert number]* million Japanese Yen during the last five (5) years, either domestic or overseas, as a prime contractor.

The Applicant, or JV member combined, shall also have minimum experience in the following key activities in the construction works successfully completed. The key activities hereof shall be *[list activities indicating number, length, area or volume as applicable]*, during the last five (5) years, either domestic or overseas, as a prime contractor (single entity or JV member).

4. Number of Qualified Engineers

The Applicant, or one member of a JV, shall have at least [insert number] qualified engineers who have been licensed as the following:

- ✓ *First-Class Licensed Civil Works Supervisor*
- ✓ *First-Class Licensed Architect*
- ✓ *Professional Engineer*
- ✓ *Registered Building Service Engineer*

*Whenever a Form in **Section IV, Application Forms**, requires the Applicant to state a monetary amount of single contract, the Applicant should indicate the Japanese Yen equivalent using the exchange rate prevailing on the date of the contract.*

Section IV. Application Forms

List of Forms

Application Submission Form

Applicant's Qualification

Form ELI -1: Applicant Information Form

Form ELI -2: JV Member Information Form

Form FIN-1: Financial Situation

Form FIN-2: Average Annual Turnover

Form EXP-1: Overseas Experience

Form EXP-2: Specific Experience

[Prepare this Application Submission Form on stationery with its letterhead clearly showing the Applicant's complete name and business address.]

Application Submission Form

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

Contract: *[insert name of Contract]*

To: *[insert full name of the Client]*

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

- (a) We, have examined and have no reservations to the Prequalification Document, including addenda issued in accordance with Instructions to Applicants (ITA) 7: *[insert the number and issuing date of each Addendum]*.
- (b) We, including each member of the JV, have no conflict of interest in accordance with ITA 4.2.
- (c) We, including each member of the JV, are "Japanese nationals" in accordance with ITA 4.3.
- (d) 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, in respect of which this prequalification is conducted, without incurring any liability to the Applicants, in accordance with ITA 19.
- (e) We, hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud or corruption.

Name of Applicant: *[insert full name of the Applicant]*

Name of the person duly authorized to sign the Application: *[insert full name of person duly authorized to sign the Application]*

Title of the person signing the Application: *[insert title of person]*

Signature of the person named above: *[insert signature of person]*

Dated signed: *[insert day number]* day of *[insert month]*, *[insert year]*

Notes for the Applicants

If the Applicant is not JV, "including each member of the JV," shall be deleted.

Form ELI -1: Applicant Information Form

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

[Applicants shall provide the following information. In the case of a JV, the Applicant shall provide the information of the representative of the JV.]

Applicant's legal name:
In the case of a JV, legal name of the representative member and of each member: <i>[insert full name of each member in the JV and specify the representative member.]</i>
Applicant's legal address in Japan:
Applicant's authorized representative Name : Title :
Applicant's year of incorporation: <i>[insert month and year]</i>
Year of establishment of Department or Section for Overseas Works: <i>[insert month and year]</i>
Applicant's Construction Business License: License Number: <i>[insert license number]</i> Date of Issue: <i>[insert date of issue]</i>
Numbers of Employees: Civil Engineering Staff: <i>[insert number]</i> Architect Engineering Staff: <i>[insert number]</i> Mechanical and Electrical Engineering Staff: <i>[insert number]</i> Administration Staff: <i>[insert number]</i> Others: <i>[insert number]</i> TOTAL: <i>[insert number]</i>
Numbers of Qualified Engineers: First-Class Licensed Civil Works Supervisor: <i>[insert number]</i> First-Class Licensed Architect: <i>[insert number]</i> Professional Engineer: <i>[insert number]</i> Registered Building Service Engineer: <i>[insert number]</i>

Form ELI -2: JV Member Information Form

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

[The following form is additional to Form ELI-1, and shall be completed to provide information relating to each JV member other than the representative member, if the Applicant is a JV.]

Applicant's legal name:
JV Member's legal name: <i>[insert full name of JV member]</i>
JV Member's legal address in Japan:
JV Member's authorized representative Name : Title :
JV Member's year of incorporation: <i>[insert month and year]</i>
Year of establishment of Department or Section for Overseas Works: <i>[insert month and year]</i>
JV Member's Construction Business License (if any): License Number: <i>[insert license number]</i> Date of Issue: <i>[insert date of issue]</i>
Numbers of Employees: Civil Engineering Staff: <i>[insert number]</i> Architect Engineering Staff: <i>[insert number]</i> Mechanical and Electrical Engineering Staff: <i>[insert number]</i> Administration Staff: <i>[insert number]</i> Others: <i>[insert number]</i> TOTAL: <i>[insert number]</i>
Numbers of Qualified Engineers: First Class Licensed Civil Works Supervisor: <i>[insert number]</i> First Class Licensed Architect: <i>[insert number]</i> Professional Engineer: <i>[insert number]</i> Registered Building Service Engineer: <i>[insert number]</i>

Form FIN -1: Financial Situation

[The following table shall be filled in for the Applicant, and for each JV member, explicating “JV Member’s Legal Name”, if the Applicant is a JV. The documents listed/stated as required shall be submitted as attachments hereto.]

Date: *[insert day, month, year]*
Applicant’s Legal Name: *[insert full name]*
JV Member’s Legal Name: *[insert full name]*

Type of Financial information	Historic information for previous 5 years (amount in million Japanese Yen)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Information from Balance Sheet					
Total Assets					
Total Liabilities					
Net Worth					
Current Assets					
Current Liabilities					
Working Capital					
Information from Income Statement					
Total Revenue					
Gross Profit					
Operating Profit					
Ordinary Profit					
Profits Before Taxes					
Profits After Taxes					
Information from Cash Flow Statement					
Cash Flow from Operating Activities					

The Applicant, or all members of JV in the case of JV, shall provide copies of the financial statements of Balance Sheet and Income Statement for the last three (3) years. Statements written in the Japanese language without translation are acceptable.

The financial statements shall:

- (a) reflect the financial situation of the legal entity(ies) comprising the Applicant, and not of the affiliated entities (such as parent company(ies), group companies or subsidiaries) of the Applicant unless they are members of the Applicant under a JV;*
- (b) be independently audited or certified in accordance with local legislation;*
- (c) be complete, including all notes to the financial statements; and*
- (d) correspond to accounting periods already completed and audited.*

Form FIN -2: Average Annual Turnover

[The following table shall be filled in for the Applicant, and for each JV member, explicating “JV Member’s Legal Name”, if the Applicant is a JV.]

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

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

JV Member’s Legal Name: *[insert full name]*

(Unit: thousand Japanese Yen)

Annual Turnover Data			
Year	Amount in Japan	Amount outside Japan	Total Amount
<i>Year 1</i>			
<i>Year 2</i>			
<i>Year 3</i>			
<i>Year 4</i>			
<i>Year 5</i>			
<i>Year 6</i>			
<i>Year 7</i>			
Year 8			
Year 9			
Year 10			
Average Annual Turnover*			

* Total amount for last three (3) years divided by three (3).

Form EXP -1: Overseas Experience

[The following table shall be filled in for the Applicant, and for each JV member, explicating “JV Member’s Legal Name”, if the Applicant is a JV.]

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

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

JV Member’s Legal Name: *[insert full name]*

[The Applicant shall identify contracts that demonstrate continuous experience pursuant to Section III, Qualification Criteria, 3.(1) and list contracts chronologically, according to their commencement (starting) dates.]

Construction Experience outside Japan			
Starting Year	Ending Year	Contract Identification	Role of Applicant
		Contract name: Brief description of the works performed by the Applicant: <i>[describe the contract performed briefly]</i> Amount of contract: <i>[insert amount in currency, and mention exchange rate and Japanese Yen equivalent]</i> Name of Employer: Address: Country:	<i>[insert “Prime Contractor (Single entity or JV member)” or “Subcontractor”]</i>

Form EXP- 2: Specific Experience

[The following table shall be filled in for the Applicant, and for each JV member, explicating “JV Member’s Legal Name”, if the Applicant is a JV.]

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

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

JV Member’s Legal Name: *[insert full name]*

[The Applicant shall fill out one (1) form per contract, in accordance with Section III, Qualification Criteria, 3.(2)]

Specific Experience (Contract)	
No. # of #*	Information
Contract Name	
Award Date	
Completion Date	
Role in Contract	<input type="checkbox"/> Single entity <input type="checkbox"/> Prime Contractor of a JV <input type="checkbox"/> JV Member
Total Contract Amount	<i>[insert total contract amount and currency, and mention exchange rate and Japanese Yen equivalent]]</i>
In case of a JV, specify participation in total Contract amount	<i>[insert a percentage of participation]</i>
Employer’s Name and Address:	
Description of the similarity or specialty	
1. Physical size of required works items	
2. Complexity	<i>[insert description of complexity]</i>
3. Construction Methods /Technology	<i>[insert specific aspects of the methods / technology involved in the contract]</i>
4. Other Characteristics	
Summary of Key Activities	
<i>[insert brief description of the Activity (1)]</i>	
<i>[insert brief description of the Activity (2)]</i>	
<i>[insert brief description of the Activity (3)]</i>	

Section V. Description of Works

Contents

1. Description of the Works
2. Work Execution Period
3. Site and Other Data