



The OPEC Fund for International Development

PREQUALIFICATION DOCUMENT FOR PROCUREMENT OF WORKS

August 2025

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Foreword

The Standard Prequalification Document (PQD) has been prepared by the OPEC Fund for International Development (hereafter “OPEC Fund”) based on the “*Prequalification Document for Procurement of Works*” developed by the Multilateral Development Banks (MDBs) and other International Financing Institutions (IFIs) and represents international best practices.

This PQD may be used by the Beneficiary(ies) with minimum changes as may be necessary and acceptable to the OPEC Fund. It applies when a prequalification process takes place prior to the bidding process for procurement of complex and large value Works (generally more than US\$10 million) through International Competitive Bidding (ICB) in projects that are financed in whole or in part by the OPEC Fund. With suitable modifications, this PQD may also be used for other types of procurements, including Information Systems and Plant Design, Supply, and Installation.

Those wishing to submit comments or questions on these documents or to obtain additional information on procurement under OPEC Fund financed projects are encouraged to contact:

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Standard Prequalification Document Summary Description

Specific Procurement Notice – Invitation for Prequalification

This template attached is the Invitation for Prequalification. This is the template to be used by the Beneficiaries.

This Standard Prequalification Document (PQD) consists of Prequalification Document for Procurement of Works.

A brief description of this document is given below.

Prequalification Document for Procurement of Works

PART 1 – Prequalification Procedures

Section I – Instructions to Applicants (ITA)

This Section provides information to help the Applicants in preparing and submitting their Applications for Prequalification (“Applications”). Information is also provided on opening and evaluation of Applications. **Section I contains provisions that are to be used without modification.**

Section II – Prequalification Data Sheet (PDS)

This Section includes provisions that are specific to each prequalification and supplement Section I, Instructions to Applicants.

Section III – Qualification Criteria and Requirements

This Section specifies 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 includes the Application Submission Letter and other forms required to be submitted with the Application.

Section V – Eligible Countries

This Section contains information regarding eligible countries.

Section VI – Corrupt and Fraudulent Practice

This Section provides the Applicants with reference to OPEC Fund's policy in regard to Corrupt and Fraudulent practices applicable to the prequalification process.

PART 2 – Works Requirements

Section VII – Scope of Works

This Section includes a summary description, delivery and completion schedules, and Site and other Data of the Works subject to this Prequalification. The Scope of Works may also include a summary of the environmental and social (ES) requirements (including requirements relating to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) which are to be satisfied by the Contractor in executing the Works.

Specific Procurement Notice Template

Invitation for Prequalification

Country: _____

Name of Project: _____

Contract Title: _____

Sector: _____

Financier: _____

Loan No.: _____

Prequalification Reference No.: _____

1. The [insert name of Beneficiary/Recipient] [has received/has applied for/intends to apply for] financing from the OPEC Fund for International Development (hereafter “OPEC Fund”) toward the cost of the [insert name of project] and intends to apply part of the proceeds toward payments under the contract¹ for *[insert title of contract]*².
2. The *[insert name of executing agency]* intends to prequalify contractors for *[insert contract number and/or name, a brief description of the type(s) of works to be provided, including quantities, location and other information necessary to enable potential Bidders to decide whether or not to respond to this prequalification. This information may include the essential items listed in the Prequalification Document and also any important or specialized prequalification requirements]*. It is expected that the Request for Bids will be made in *[insert month and year]*.
3. Prequalification will be conducted through the procedures as specified in the OPEC Fund’s *Principles for Procurement of Goods, Works and Services [insert date as per legal agreement]* and *Procedures for Procurement of Goods, Works and Non-consulting Services [insert date as per legal agreement]* (collectively called “*Procurement Framework*”), and is open to all eligible Applicants as defined in the Procurement Framework.
4. Interested eligible Applicants may obtain further information from the *[insert name of executing agency]* at the address below *[insert address at end of document]* during office hours *[insert office hours if applicable, e.g. 0900 to 1700 hours]*. A complete set of prequalification documents in *[insert name of language]* may be purchased by interested Applicants on the submission of a written application to the address below and upon payment of a nonrefundable fee of *[insert amount in local currency]* or *[insert*

¹ If prequalification is being invited for more than one contract, describe each contract and indicate whether Applications may be made for prequalification for one or more of the contracts.

² Insert if applicable: “This contract will be jointly financed by *[insert name of cofinancing agency]*. Procurement process will be governed *[insert name of the lead co-financier’s procurement procedure]*.”

amount in specified convertible currency, e.g. US\$. The method of payment will be *[insert method of payment]*. The document will be sent by *[insert delivery procedure]*³.

5. Applications for prequalification should be submitted in clearly marked envelopes and delivered to the address below by *[insert time]* on *[insert date]*. Late applications may be rejected.

[Insert name of office]

[Insert name of officer and title]

[Insert postal address and/or street address, postal code, city and country]

[Insert telephone number, country and city codes]

[Insert facsimile number, country and city codes]

[Insert email address]

[Insert web site address]

³ The delivery procedure is usually airmail for overseas delivery and surface mail or courier for local delivery. If urgency or security dictates, courier services may be required for overseas delivery. With the agreement of the Financiers, documents may be distributed by e-mail, downloading from authorized web site(s) or electronic procurement system. PQ document (in Read Only form) should be posted on the Employer's web page for inspection by prospective Applicants.

Prequalification Document

Procurement of:
[Insert Title of the proposed Works]

Invitation for Prequalification No: *[insert number]*
Prequalification Document (PQD) No.: *[insert reference No.]*
Name of the Project: *[insert Project name]*
Employer: *[insert full name of Employer]*
Country: *[insert Country]*
Financier: *[insert name of the Financier]*

Issued on: *[insert date]*

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PART 1 – Prequalification Procedures

Section I - Instructions to Applicants

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Section I - Instructions to Applicants

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 this Prequalification Document (“Prequalification Document”) to prospective applicants (“Applicants”) interested in submitting applications (“Applications”) for prequalification to bid for the Works described in Section VII, Scope of Works. In case the Works are to be bid as individual contracts (i.e. the slice and package procedure), these are listed **in the PDS**. The International Competitive Bidding (ICB) number corresponding to this prequalification is also provided **in the PDS**.
2. **Sources of Funds**

2.1 The Beneficiary or Recipient (hereinafter called “Beneficiary”) indicated **in the PDS** has applied for or received financing (hereinafter called “funds”) from the OPEC Fund and any other co-financier(s) (hereafter collectively called “Fund”) listed **in the PDS** towards the cost of the project named in the PDS. The Beneficiary intends to apply a portion of the funds to eligible payments under the contract(s) resulting from the bidding for which this prequalification is conducted.

2.2 Payment by the Fund will be made only at the request of the Beneficiary, upon approval by the Fund, and will be subject in all respects to the terms and conditions of the financing agreement. The financing agreement prohibits a withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Fund, is prohibited by the Fund. No party other than the Beneficiary shall derive any rights from the financing agreement or have any claim to the proceeds of the financing.
3. **Corrupt and Fraudulent Practices**

3.1 The Fund requires compliance with the Fund’s Anti-Corruption Procedures including Guidelines on Procurement Integrity and its prevailing sanction policy in regard to corrupt and fraudulent practices as set forth in Section VI – OPEC Fund’s Policy: Corrupt and Fraudulent Practices.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel to permit the Fund to inspect all accounts, records, and other documents relating to the submission of the Application, bid submission (if

prequalified), and contract performance (in the case of award), and to have them audited by auditors appointed by the Fund.

4. Eligible Applicants

- 4.1 Applicants shall meet the eligibility criteria as per paragraph 5, Eligibility below.
- 4.2 An Applicant may be a firm that is a private entity, a government-owned entity—subject to ITA 4.9, or a 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 an authorized 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). Unless specified in **the PDS**, there is no limit on the number of members in a JV.
- 4.3 A firm may apply for prequalification both individually, and as part of a joint venture, or as a sub-contractor. If prequalified, it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture or as a sub-contractor. However, a firm may participate as a sub-contractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected.
- 4.4 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 its Application for prequalification either individually, as JV or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All bids submitted in violation of this procedure will be rejected⁴.
- 4.5 An Applicant may have the nationality of any countries, subject to the restrictions pursuant to ITA 5.1. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated, or registered in, and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its

⁴ If this Document is being used to prequalify Applicants for the Procurement of Plant, modify this provision in the PDS to reflect the “One Bid per Bidder” provision in the Fund’s Standard Procurement Document for Plant.

registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed specialized sub-contractors or suppliers for any part of the Contract including related Services.

- 4.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Employer or Beneficiary as Engineer for contract implementation of the works that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Beneficiary (or of the project implementing agency, or of a recipient of a part of the financing) who: (i) are directly or indirectly involved in the preparation of the prequalification Document, Bidding Document, or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Fund throughout the prequalification, bidding process, and execution of the Contract.
- 4.7 An Applicant sanctioned by the Fund in accordance with the above ITA 3.1, including in accordance with the Fund's *Principles and Anticorruption Procedures Including Guidelines on Procurement Integrity* (hereinafter referred to as the "*Anticorruption Procedures*"), shall be ineligible to be prequalified, to bid for, awarded a Fund financed contract, or benefit from a Fund-financed contract, financially, or otherwise, during such period of time as the Fund shall determine.
- 4.8 The list of debarred firms and individuals is available at the electronic address specified in the PDS.
- 4.9 Government-owned enterprises or institutions in the Employer's Country may participate only if they can establish that they (i) are legally and financially autonomous; (ii) operate under commercial law, and (iii) are not dependent agencies of the Employer. To be eligible, a government-owned enterprise or institution shall establish to the satisfaction of the Fund, through all relevant documents, including its Charter, and other information the Fund may request, that it: (i) is a legal entity separate from the government; (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass

on its surplus to the government, can acquire rights and liabilities, borrow funds, be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution.

4.10 An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid-Securing Declaration.

4.11 An Applicant shall provide such evidence of eligibility satisfactory to the Employer, as the Employer shall reasonably request.

5. Eligibility

5.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated in Section V. The countries, persons or entities are ineligible if:

- (a) as a matter of law or official regulations, the Beneficiary's country prohibits commercial relations with that country, provided that the Fund is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Beneficiary's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

B. Contents of the Prequalification Document

6. Sections of Prequalification Documents

6.1 This Prequalification Document consists of Parts 1 and 2 which comprise all the sections indicated below, and which 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 – Eligible Countries
- Section VI – Corrupt and Fraudulent Practices

PART 2 – Works Requirements

- Section VII – Scope of Works

- 6.2 Unless obtained directly from the Employer, the Employer accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application conference (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Employer shall prevail.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document, and to furnish with its Application all information or documentation as is required by the Prequalification Document.

7. Clarification of Prequalification Document and Pre-Application Meeting

- 7.1 A prospective Applicant requiring any clarification of the Prequalification Document 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 the Applications. The Employer shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Employer, including a description of the inquiry but without identifying its source. If indicated **in the PDS**, the Employer shall also promptly publish its response at the web page identified **in the PDS**. 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.
- 7.2 If indicated **in the PDS**, the prospective Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application conference at the place, date, and time mentioned **in the PDS**. During this pre-Application conference, prospective Applicants may request clarification of the project requirement, the criteria for qualifications or any other aspects of the Prequalification Document.
- 7.3 Minutes of the pre-Application conference, if applicable, including the text of the questions asked by Applicants, as well as those asked during the conference (without identifying the source), and the responses given. Minutes of the conference, together with any responses prepared after the conference, will be transmitted promptly to all prospective Applicants who obtained the Prequalification

Document. Any modification to the Prequalification Document that becomes necessary as a result of the pre-Application conference shall be made by the Employer, exclusively through the use of an Addendum pursuant to ITA 8. Non-attendance at the pre-Application conference will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Document

- 8.1 At any time prior to the deadline for submission of Applications, the Employer may amend the Prequalification Document by issuing an Addendum.
- 8.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all prospective Applicants who have obtained the Prequalification Document from the Employer. The Employer shall also promptly publish the Addendum at the Employer's web page identified **in the PDS**.
- 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 in accordance with ITA 17.2.

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 will 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 Letter**, in accordance with ITA 12.1;
 - (b) **Eligibility**: documentary evidence establishing the Applicant's eligibility in accordance with ITA 13.1;

- (c) **Qualifications:** documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
 - (d) Any other document required as specified **in the PDS**.
- 11.2 The Applicant shall furnish information on commissions and gratuities, if any, paid (or to be paid) to agents, or any other party relating to this Application.
- 12. **Application Submission Letter**
 - 12.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter 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 Letter 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 Information Sheets included in Section IV (Application Forms).
 - 14.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the USD equivalent using the rate of exchange determined as follows:
 - (a) for construction turnover or financial data required for each year, exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
 - (b) value of single contract, exchange rate prevailing on the date of the contract.

Exchange rates shall be taken from the publicly available source identified **in the PDS**. Any error in determining the exchange rates in the Application may be corrected by the Employer.
- 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. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV

and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

- 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 identification of this prequalification process indicated **in the PDS** 1.1.
- 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

17. Deadline for Submission of Applications

- 17.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Employer at the address and no later than the deadline as indicated **in the PDS**. When so specified **in the PDS**, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures as specified **in the PDS**.
- 17.2 The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document 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 Applications received after the deadline for submission of Applications, unless otherwise specified **in the PDS**.

19. Opening of Applications

- 19.1 The Employer shall open all Applications at the date, time and place as specified **in the PDS**. Late Applications shall be treated in accordance with ITA 18.1.

- 19.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures as specified **in the PDS**.
- 19.3 The Employer shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

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|---|---|
| 20. Confidentiality | <ul style="list-style-type: none"> 20.1 Information relating to the Applications, their evaluation and result shall not be disclosed to 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 28. 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 only in writing. |
| 21. Clarification of Applications | <ul style="list-style-type: none"> 21.1 To assist in the evaluation of Applications, the Employer may, at its discretion, ask an Applicant for a clarification of its Application (including missing documents), to be submitted within a stated, reasonable period of time. Any request for clarification from the Employer and all clarifications from the Applicant shall be in writing. 21.2 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Employer's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application. |
| 22. Responsiveness of Applications | <ul style="list-style-type: none"> 22.1 The Employer may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant. |

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|--------------------------------------|---|
| 23. Domestic Bidder Price Preference | 23.1 Unless otherwise specified in the PDS, a margin of preference for domestic bidders ⁵ shall not apply in the bidding process resulting from this prequalification. |
| 24. Sub-contractors | <p>24.1 Unless otherwise stated in the PDS, the Employer does not intend to execute any specific elements of the Works by sub-contractors selected in advance by the Employer (so-called “Nominated Subcontractors”).</p> <p>24.2 The Applicant shall not propose to subcontract the whole of the Works. The Employer, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the work as indicated therein as (“Specialized Subcontractors”). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.</p> |

F. Evaluation of Applications and Prequalification of Applicants

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|--------------------------------|--|
| 25. Evaluation of Applications | <p>25.1 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, and no other methods, criteria, or requirements shall be used. The Employer reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract.</p> <p>25.2 Sub-contractors proposed by the Applicant shall be fully qualified for their parts of the Works. The subcontractor’s qualifications shall not be used by the Applicant to qualify for the Works unless their parts of the Works were previously designated by the Employer in the PDS as can be met by Specialized Subcontractors, in which case, the qualifications of the Specialized Subcontractor proposed by</p> |
|--------------------------------|--|

⁵ An individual firm is considered a domestic Bidder for purposes of the margin of preference if it is registered in the country of the Employer, has more than 50 percent ownership by nationals of the country of the Employer, and if it does not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign contractors. JVs are considered as domestic Bidders and eligible for domestic preference only if the individual member firms are registered in the country of the Employer, have more than 50 percent ownership by nationals of the country of the Employer, and the JV shall be registered in the country of the Beneficiary. The JV shall not subcontract more than 10 percent of the contract price, excluding provisional sums, to foreign firms. JVs between foreign and national firms will not be eligible for domestic preference.

the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.

25.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Employer shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest, and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

25.4 However, with respect to the specific experience under item 4.2 (a) of Section III, the Employer will select any one (or more) of the options identified below:

N is the minimum number of contracts

V is the minimum value of a single contract

(a) Prequalification for one Contract:

Option 1: N contracts, each of minimum value V

Or

Option 2:

(i) N contracts, each of minimum value V

Or

(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than $N \times V$

(b) Prequalification for multiple Contracts

Option 1:

(i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Applicant has applied for as follows, and **N1, N2, N3**, etc., shall be different contracts:

Lot 1: N1 contracts, each of minimum value **V1**;

Lot 2: N2 contracts, each of minimum value **V2**;

Lot 3: N3 contracts, each of minimum value **V3**;..... etc.

Or

Option 2:

- (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Applicant has applied for as follows, and **N1, N2, N3**, etc., shall be different contracts:

Lot 1: N1 contracts, each of minimum value **V1**;

Lot 2: N2 contracts, each of minimum value **V2**;

Lot 3: N3 contracts, each of minimum value **V3**; etc.

Or

- (ii) **Lot 1: N1** contracts, each of minimum value **V1**; or number of contracts less than or equal to **N1**, each of minimum value **V1**, but with total value of all contracts equal or more than **N1 x V1**

Lot 2: N2 contracts, each of minimum value **V2**; or number of contracts less than or equal to **N2**, each of minimum value **V2**, but with total value of all contracts equal or more than **N2 x V2**

Lot 3: N3 contracts, each of minimum value **V3**; or number of contracts less than or equal to **N3**, each of minimum value **V3**, but with total value of all contracts equal or more than **N3 x V3**..... etc.

Or

Option 3:

- (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Applicant has applied for as follows, and **N1, N2, N3**, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value **V1**;

Lot 2: N2 contracts, each of minimum value **V2**;

Lot 3: N3 contracts, each of minimum value **V3**; ... etc.

Or

- (ii) **Lot 1: N1** contracts, each of minimum value **V1**; or number of contracts less than or equal to **N1**, each of minimum

value **V1**, but with total value of all contracts equal or more than **N1 x V1**

Lot 2: N2 contracts, each of minimum value **V2**; or number of contracts less than or equal to **N2**, each of minimum value **V2**, but with total value of all contracts equal or more than **N2 x V2**

Lot 3: N3 contracts, each of minimum value **V3**; or number of contracts less than or equal to **N3**, each of minimum value **V3**, but with total value of all contracts equal or more than **N3 x V3.....** etc.

Or

- (iii) Subject to compliance as per (ii) above with respect to minimum value of single contract for each lot, total number of contracts is equal or less than **N1 + N2 + N3 +...** but the total value of all such contracts is equal or more than **N1 x V1 + N2 x V2 + N3 x V3 +...**

25.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

**26. Employer's
Right to accept
or Reject
Applications**

26.1 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 the Applicants.

**27. Prequalification
of Applicants**

27.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Employer.

27.2 An Applicant may be "conditionally prequalified," that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Employer.

27.3 Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Employer before or at the time of submitting their bids.

**28. Notification of
Prequalification**

28.1 The Employer shall notify all Applicants in writing the names of those Applicants who have been prequalified, or conditionally prequalified. In addition, those Applicants disqualified will be informed separately.

28.2 Applicants not prequalified may write to the Employer to request, in writing, the grounds on which they were disqualified.

29. Invitation for Bids

29.1 Promptly after the notification of the results of the prequalification, the Employer shall invite bids from all the Applicants that have been prequalified or conditionally prequalified.

29.2 Bidders may be required to provide a Bid Security or a Bid-Securing Declaration acceptable to the Employer in the form and an amount to be specified in the Bidding Documents.

29.3 The successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents.

29.4 If applicable, the successful Bidder shall be required to provide a separate Environmental, Social, Health and Safety (ESHS) Performance Security.

29.5 Bidders shall provide the Code of Conduct which applies to their employees and sub-contractors to ensure compliance with the ESHS requirements, including Sexual Exploitation and Abuse (SEA), and Gender-Based Violence (GBV) requirements.

29.6 Bidders shall be required to submit management strategies and implementation plans to ensure compliance with key ESHS requirements including SEA and GBV requirements.

30. Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if: (i) a prequalified Applicant proposes to associate with a disqualified Applicant, or, in the case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the Invitation for Bids.

**31. Procurement
Related
Complaint**

31.1 The procedures for making a Procurement-related Complaint are specified **in the PDS**.

Section II – Prequalification Data Sheet (PDS)

A. General	
ITA 1.1	<p>The identification of the Invitation for Prequalification is: <i>[insert number]</i></p> <p>The Employer is: <i>[insert full name, including name of Project Officer, and address]</i></p> <p>The list of contracts is: <i>[insert number, names, and identification numbers. If the works have not been divided into contracts, add the name of the works]</i></p> <p>RFB name and number are: <i>[insert name and identification number]</i></p>
ITA 2.1	<p>The name of the Beneficiary is: <i>[insert name of Beneficiary]</i></p> <p>The name of the Project is: <i>[insert name of Project]</i></p>
ITA 2.1	<p>Loan or Financing Agreement amount: <i>[insert US\$ equivalent]</i></p> <p>Fund or Financiers: <i>[insert name of the Financiers]</i></p>
ITA 4.2	<p>Maximum number of members in the JV shall be: <i>[insert a number or insert “not limited”]</i></p>
ITA 4.8	<p>The electronic address of firms and individuals debarred by the Fund is: <i>[insert address, if available, otherwise consult Fund]</i></p>
B. Contents of the Prequalification Document	
ITA 7.1	<p>For clarification purposes, the Employer’s address is: <i>[insert information, or, state, “same as in ITA1.1 above”]</i></p> <p>Attention: <i>[insert name and room number of Project Officer]</i></p> <p>Address: <i>[insert street name and number]</i> <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 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 email address of Project Officer]</i></p>
ITA 7.1 & ITA 8.2	<p>Web page: <i>[If used, identify the widely used website, or electronic portal of free access where prequalification information is published]</i></p>

ITA 7.2	<p>A Pre-Application Conference will be held (circle one): Yes/No</p> <p><i>[If Yes, please add the address, date and time of the conference]</i></p>
C. Preparation of Applications	
ITA 10.1	<p>This Prequalification document has been issued in <i>[Insert, "English," or, "French," or, "Arabic"]</i> language.</p> <p>[Note: <i>In addition to one of the above languages, and if agreed with the Fund,, the Beneficiary has the option to issue translated versions of the Prequalification document in another language which should either be: (a) the national language of the Beneficiary; or (b) the language used nation-wide in the Beneficiary's country for commercial transactions. In such case, the following text shall be added:</i></p> <p><i>"In addition, the Prequalification document is translated into the [insert national or nation-wide used] language". [If there is more than one national or nation-wide used language, add "and in the _____" (insert the second national or nation-wide language]</i></p> <p>Applicants shall have the option to submit their Prequalification Application in any one of the languages stated above. <i>[Applicants shall not submit Applications in more than one language.]</i></p> <p>All correspondence exchange shall be in <i>[insert the language]</i>.</p> <p>The Application as well as all correspondence shall be submitted in _____ <i>[insert the language of the Prequalification document in case of one language]</i>.</p> <p>[Note: <i>If the Prequalification document is issued in more than one language, the following text shall be inserted above: "in one of the above languages"]</i></p> <p>Language for translation of supporting documents and printed literature is _____ <i>[specify one language]</i>.</p>
ITA 11.1 (d)	<p>The Applicant shall submit with its Application, the following additional documents: <i>[insert list of additional documents]</i></p>
ITA 14.2	<p>The source for determining exchange rates is: <i>[insert a publicly available source]</i></p>
ITA 15.2	<p>In addition to the original, the number of copies to be submitted with the Application is: <i>[insert number of copies]</i></p>
D. Submission of Applications	
ITA 17.1	<p>The deadline for Application submission is:</p> <p>Date: <i>[insert date]</i></p> <p>Time: <i>[insert time]</i></p>

	<p><i>[The time allowed for preparation and submission of the prequalification document should be sufficient for Applicants to gather all the information required—preferably six (6) weeks, but not less than four (4) weeks—after the date when the documents are available for distribution or the date of the advertisement, whichever is later. 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></p> <p>Applicants <i>[insert “shall” or “shall not”]</i> have the option of submitting their Applications electronically.</p> <p><i>[The following provision should be included and the required corresponding information inserted only if Applicants have the option of submitting their Applications electronically. Otherwise omit.]</i></p> <p>The electronic Application submission procedures shall be: <i>[insert description of the procedures]</i>.</p> <p>For Application submission purposes 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 1.1.”]</i></p> <p>Attention: <i>[insert name and room number of Project Officer]</i></p> <p>Address: <i>[insert street name and number]</i></p> <p><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>Email address: <i>[insert email address of Project Officer]</i></p>
ITA 18.1	<p><i>[Choose one of the two options below:]</i></p> <p>Late Applications will be returned unopened to the Applicants.</p> <p>The Employer reserves the right to accept or reject late Applications.</p>
ITA 19.1	<p>The opening of the Applications shall be: <i>[insert date, time, and address]</i></p>
ITA 19.2	<p><i>[The following provision should be included and the required corresponding information inserted only if Applicants have the option of submitting their Applications electronically. Otherwise omit.]</i></p> <p>The electronic Application opening procedures are: <i>[insert description of the procedures]</i></p>
<p>E. Procedures for Evaluation of Applications</p>	

ITA 23.1	<p><i>[The following provision should be included and the required corresponding information inserted only if the Procurement Plan authorizes the Application of a margin of preference, and the Employer intends to apply it to the subject contract, otherwise omit.]</i></p> <p>A margin of domestic preference <i>[insert “shall not” or “shall”]</i> apply.</p>
ITA 24.1	<p>At this time the Employer <i>[insert “intends” or “does not intend”]</i> to execute certain specific parts of the Works by sub-contractors selected in advance.</p> <p><i>[If the above states “intends,” list the specific parts of the works and the respective sub-contractors]</i></p>
ITA 25.2	<p><i>[Indicate N/A if there are no parts of the Works requiring Specialized Subcontractors]</i></p> <p>The parts of the Works for which the Employer permits Applicants to propose Specialized Subcontractors are designated as follows:</p> <p><i>[Specialized Subcontractor 1]</i></p> <p><i>[Specialized Subcontractor 2]</i></p> <p><i>[Specialized Subcontractor 3]</i></p> <p>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for the purpose of evaluation</p>
ITA 31	<p>The procedures for making a Procurement-related Complaint are detailed in Procedures for Procurement of Goods, Works, and Non-Consulting Services (Appendix III). If an Applicant wishes to make a Procurement-related Complaint, the Applicant should submit its complaint following these procedures, in writing (by the quickest means available, that is either by email or fax), to:</p> <p>For the attention: <i>[insert full name of person receiving complaints]</i></p> <p>Title/position: <i>[insert title/position]</i></p> <p>Purchaser: <i>[insert name of Employer]</i></p> <p>Email address: <i>[insert email address]</i></p> <p>Fax number: <i>[insert fax number and delete if not used]</i></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> (a) The terms of the Prequalification Documents (b) The Employer’s decision not to prequalify an Applicant.

Section III - Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Employer shall 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.

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Eligibility and Qualification Criteria

1. Eligibility

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
1.1	Nationality	Nationality in accordance with ITA 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI - 1.1 and 1.2 with attachments
1.2	Conflict of Interest	No conflict of interest in accordance with ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Fund Eligibility	Not having been declared ineligible by the Fund, as describe in ITA 4.7 and ITA 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity of the Beneficiary country	Meet conditions of ITA 4.9	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI - 1.1 and 1.2 with attachments
1.5	United Nations resolution or Beneficiary's country law	Not having been excluded as a result of prohibition in the Beneficiary's country laws or official regulations against commercial relations with the Applicant's country, or by an act of compliance with UN	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI - 1.1 and 1.2 with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		Security Council resolution, both in accordance with ITA 5.1 and Section V.					

2. Historical Contracts Non-performance

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
2.1	History of Non-Performing Contracts	Non-performance of a contract ⁶ did not occur as a result of contractor default	Must meet requirement	Must meet requirement	Must meet requirement ⁷	N/A	Form CON - 2.1

⁶ Nonperformance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e., dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

⁷ This requirement also applies to contracts executed by the Applicant as JV member.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		since 1st January <i>[Insert year]</i> .					
2.2	Suspension Based on Execution of Bid Securing Declaration by the Employer	Not under suspension based on execution of a Bid Securing Declaration pursuant to ITA 4.10	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON - 2.1
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ⁸ since 1 st January <i>[insert year]</i>	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON - 2.1

⁸ The Bidder shall provide accurate information on the letter of Bid about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of court/arbitral awards against the Bidder or any member of a joint venture may result in disqualifying the Bidder.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
2.5	Declaration: Environmental, Social, Health and Safety (ESHS) past performance	Declare any civil work contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any environmental or social including Sexual Exploitation and Abuse (SEA) and gender based (GBV) or health or safety requirements or safeguards in the past five years. ⁹	Must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration	N/A	Each must make the declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration	N/A	Form CON - 2.2

⁹ The Employer may use this information to seek further information or clarifications in carrying out its due diligence.

3. Financial Situation and Performance

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as US\$ <i>[insert amount in US\$]</i> for the subject contract(s) net of the Applicant's other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN - 3.1, with attachments
		(ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.	Must meet requirement	Must meet requirement	N/A	N/A	

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		(iii) The audited balance sheets or, if not required by the laws of the Applicant's Country, other financial statements acceptable to the Employer, for the last <i>[insert number]</i> years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of US\$ <i>[insert amount in US\$ equivalent in words and figures]</i> , calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert number]</i> years, divided by <i>[insert number of years in words]</i> years	Must meet requirement	Must meet requirement	Must meet <i>[insert number]</i> %, <i>[insert percentage in words]</i> of the requirement	Must meet <i>[insert number]</i> %, <i>[insert percentage]</i> of the requirement	Form FIN - 3.2

4. Experience

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
4.1 (a)	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number]</i> years, starting 1 st January <i>[insert year]</i> .	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP - 4.1
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially ¹⁰ completed as a prime contractor, joint venture member ¹¹ , management	Must meet requirements	Must meet requirement ¹²	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the</i>	Form EXP 4.2(a)

¹⁰ Substantial completion shall be based on 80% or more works completed under the contract.

¹¹ For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder's share, by value, shall be considered to meet this requirement.

¹² In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<p>contractor or sub-contractorError! Bookmark not defined. between 1st January <i>[insert year]</i> and Application submission deadline:</p> <p>(i) N contracts, each of minimum value V;</p> <p>Or</p> <p>(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V; <i>[insert values of N & V, delete (ii) above if not applicable].</i></p> <p><i>[In case the Works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from</i></p>				<i>corresponding minimum requirements to be met by one member otherwise state: N/A]</i>	

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>the options mentioned in ITA 25.3 (b)].</i> The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITA 25.2]</i>					
4.2 (b)		For the above and any other contracts completed and under implementation as prime contractor, JV member, management contractor or sub-contractor between 1st January <i>[insert year]</i> and Application	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted</i>	N/A	Must meet the following requirements for the key activities	Form EXP - 4.2 (b)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		submission deadline, a minimum construction experience in the following key activities successfully completed ¹³ : <i>[list key activities indicating volume, number or rate of production as applicable]</i> . Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify	<i>accordance with ITA 25.2]</i>	<i>in accordance with ITA25.2]</i>		listed below ¹⁵ <i>[if applicable, out of the key activities in the first column of this 4.2 (b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member,</i>	

¹³ Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12 month period in the specified period]</i> ¹⁴				<i>otherwise this cell should state: N/A]</i>	
4.3	Specific Experience in Managing ESHS Aspects	For the contracts in 4.1 and 4.2 above and/or any other contracts [substantially completed and under implementation] as price contractor, JV partner, or Subcontractor, between 1 st January <i>[inset year]</i> and Bid submission deadline, experience in managing ESHS risk and impacts in the following aspects: <i>[specify, as appropriate, specific experience requirements to</i>	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Form EXP 5.1

¹⁴ The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
		<i>manage ESHS aspects]</i>					

5. Organizational Environmental, Social, Health, and Safety (ESHS) System

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
5.1	Environmental, Social Health and Safety Certification	Availability of a valid ISO certification or internationally recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite: 1 2.	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Form ESHS - 5.2
5.2	Environmental, Social Health and Safety	Availability of in-house policies and procedures for managing ESHS risks: 1	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements]</i>	Must meet the following requirements: <i>[list key requirements]</i>	Form ESHS - 5.3

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission requirements
				All members combined	Each member	At least one member	
	Documentati on	2.			<i>to be met by each member otherwise state: N/A]</i>	<i>[list key requirements to be met by each member otherwise state: N/A]</i>	
5.3	Environment al, Social Health and Safety Personnel	Availability of in-house personnel dedicated to ESHS issues: 1 2.	Must meet requirements	Must meet requirements	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Must meet the following requirements: <i>[list key requirements to be met by each member otherwise state: N/A]</i>	Form EXP - 5.4

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Application Submission Letter

The Applicant must accomplish the Application Submission Sheet in its letterhead clearly showing the Applicant's complete name and address.

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

PQD No. and title: *[insert PQD number and title]*

To: *[Insert full name of Employer]*

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

- (a) We have examined and have no reservations to the Prequalification Document, including Addendum(s) Number(s), issued in accordance with ITA 8: *[insert the number and issuing date of each addendum]*.
- (b) We have no conflict of interest in accordance with ITA 4.6;
- (c) We (and our subcontractors) meet the eligibility requirements as stated ITA 4. We have not been suspended by the Employer based on execution of a Bid Securing Declaration in accordance with ITA 4.10;
- (d) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Fund or a debarment imposed by other International Financial Institutions. Further, we are not ineligible under the Employer's country laws or official regulations or pursuant to a decision of the United Nations Security Council;

If under ongoing investigation and/or sanction proceedings by the Fund or any other International Financial Institutions, please state details:

- (i) Name of the International Financial Institutions: _____
- (ii) Reasons for the ongoing investigation: _____
- (e) We along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not from a country which is prohibited to export goods or services to, and can make and receive electronic fund transfer payments through the international banking system or otherwise discharge the Fund or Employer's obligation upon initiation of wire transfer.
- (f) *[Select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA 4.8];*
- (g) We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works:

[Insert any of the key activities identified in Section III, Qualification Criteria and Requirements under paragraph 4, Specific Construction and Contract Management Experience, or, Construction Experience in Key Activities which the Employer has permitted under the Prequalification document and which the Applicant intends to subcontract along with complete details of the sub-contractors, their qualification, and experience]

- (h) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract.

Name of Recipient	Address	Reason	Amount
<i>[insert full name for each occurrence]</i>	<i>[insert street number, city, country]</i>	<i>[indicate reasons]</i>	<i>[specify amount, currency, value, exchange rate and US\$ equivalent]</i>

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been, or are to be, paid by us to agents or any third party relating to this Application."]

- (i) 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 process, without incurring any liability to the Applicants, in accordance with ITA 26.1;
- (j) 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.
- (k) We understand that it is our obligation to notify the Employer of any changes in connection with the prequalification process.

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, or the name of the JV]*

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

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

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Form ELI 1.1 - Applicant Information Form

PQD Number and title: *[insert PQD number and title]*

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

Bidder's Information			
Bidder's Legal Name		Information of the Bidder	If the Bidder is a subsidiary or branch, information of any parent company / companies
Names	Full legal name(s)		
	Full trading name(s) (if any)		
Addresses	Registered address(es)		
	Trading address(es)		
	Postal address(es) (if different from trading)		
Type of Organization			
Country of constitution, incorporation, and/or registration			
Year of constitution, incorporation, and/or registration			
Corporate or registration number			
In case of a Joint Venture, legal name of each partner			
Bidder's authorized representative		<i>[name, address, telephone number(s), fax number(s), e-mail address]</i>	
<p>1. Attached are copies of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In case of a single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB. <input type="checkbox"/> Authorization to represent the firm or Joint Venture named above, in accordance with ITB. <input type="checkbox"/> In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB. <input type="checkbox"/> In case of a government-owned enterprise, any additional documents not covered above required to comply with ITB. <p>2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.</p>			

Form ELI 1.2 - Applicant's Party Information Form

The following form is additional to Form ELI - 1.1 and shall be completed to provide information relating to each JV member (in case the Applicant is a JV), as well as any Specialized Sub-contractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification.

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

PQD Number and title: *[insert PQD number and title]*

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

Joint Venture or Specialist Subcontractor Information			
Bidder's Legal Name		Information of JV Partner or Specialist Subcontractor	If any JV Partner or Specialist Subcontractor is a subsidiary or branch, information of any parent company or companies
Names	Full legal name(s)		
	Full trading name(s) (if any)		
Addresses	Registered address(es)		
	Trading address(es)		
	Postal address(es) (if different from trading)		
Type of Organization			
Country of constitution, incorporation, and/or registration			
Year of constitution, incorporation, and/or registration			
Corporate or registration number			
Joint Venture Partner's or Specialist Subcontractor's authorized representative information		<i>[name, address, telephone number(s), fax number(s), e-mail address]</i>	
<p>1. Attached are copies of the following documents:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> Articles of incorporation or constitution of the legal entity named above, in accordance with ITB. <input type="checkbox"/> Authorization to represent the firm named above, in accordance with ITB. </p>			

- ☐ In case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB.
- 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

Form CON 2.1 - Historical Contract Non-Performance, Pending Litigation, and Litigation History

Each Bidder must fill out this form in accordance with Section 3 (Evaluation and Qualification Criteria) to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name.

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

Table 1: History of Nonperforming Contracts in accordance with Section III

Choose one of the following:

- ☐ Contract non-performance did not occur since 1st January *[insert year]* specified in Section III, Evaluation Criteria and Qualifications.
- ☐ Below is a description of nonperforming contracts involving the Bidder (or each Joint Venture member if Bidder is a Joint Venture)

Year	Description	Amount of Nonperformed Portion of Contract (\$ equivalent)	Total Contract Amount (\$ equivalent)
<i>[insert]</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 nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert]</i>	<i>[insert]</i>

Table 2: Pending Litigation and Arbitration

Choose one of the following:

- ☐ No pending litigation, arbitration or any other material events impacting the net worth and/or liquidity of the bidder.
- ☐ Below is a description of all pending litigation, arbitration involving the Bidder or any other material events impacting the net worth and/or liquidity of the bidder (or each Joint Venture partner).

Year	Matter in Dispute	Value of Pending Claim (\$ equivalent)	Value of Pending Claim as a Percentage of Net Worth
<i>[insert]</i>	<p>Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i></p> <p>Name of Employer, parties involved in the material events impacting the net worth and/or liquidity of the bidder: <i>[insert full name]</i></p> <p>Address of Employer parties involved in the material events impacting the net worth and/or liquidity of the bidder: <i>[insert street/city/country]</i></p> <p>Matter in Dispute: <i>[indicate full description of dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i></p> <p>Status: <i>[indicate status of dispute]</i></p>	<i>[insert]</i>	<i>[insert]</i>

Note: Table 2 of this form shall only be included if such criterion is specified in Section 3 (Evaluation and Qualification Criteria).

Form CON 2.2 - Environmental and Social Performance Declaration

Each Bidder must fill out this form in accordance with Criterion 1.2.4 of Section 3 (Evaluation and Qualification Criteria).

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

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

In case of a Specialist Subcontractors, each Specialist Subcontractor must fill out this form and provide the Specialist Subcontractor's name:

Specialist Subcontractor: _____

Environmental, Social, Health, and Safety Performance Declaration (in accordance with Section III, Qualification Criteria, and Requirements)			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements 1.2.4.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental, Social, Health, or Safety (ESHS) performance since the date specified in Section III, Qualification Criteria, and Requirements. Details are described below:			
<input type="checkbox"/> Declaration of request for replacement of Key ESHS Personnel: The following contract(s) has/have experienced a request by the Employer to replace Environmental, Health, and Safety Personnel for reasons related to Environmental or Health and Safety performance since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 1.2.4. Details are described in the following table.			
<input type="checkbox"/> Declaration of past major project related incidents including fatalities resulted from ESHS issues on site: The following contract(s) has/have experienced a fatality resulted from ESHS issues on site since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 1.2.4. Details are described in the following table.			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and 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>	<i>[insert amount]</i>

	Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street, city, country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g., discharge over environmental limit, workers did not have required health and safety permits to undertake high risk work, work carried out was not adhered to approved construction methodology and quality control plan]</i>	
...	...	<i>[list all applicable contracts]</i>
Performance Security called by an employer(s) for reasons related to ESHS performance		
Year	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</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 suspension or termination: <i>[indicate main reason(s) e.g., discharge over environmental limit, workers did not have required health and safety permits to undertake high risk work, work carried out did not adhere to approved construction methodology and quality control plan]</i>	<i>[insert amount]</i>
Key ESHS personnel replacement requested by the Employer for reasons related to ESHS performance		
Year	Contract Identification	Personnel Replacement Action and Results
<i>[insert year]</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 requesting for replacement: <i>[indicate main reason(s)]</i>	<i>[insert description]</i>
Fatality due to ESHS issues on Site		
Year	Contract Identification	Follow-on Actions taken by the Contractor
<i>[insert year]</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>	

	Description of fatality event: Causation:	

Form FIN 3.1 - Financial Situation and Performance

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

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

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

Joint Venture Party Name: *[insert full name]*

PQD Number and title: *[insert PQD number and title]*

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

1. Financial data

Type of Financial information in <i>[currency]</i>	Historic information for previous <i>[insert number]</i> year, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, US\$ equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (LA)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profit Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

2. Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on works currently in progress, and for future contract commitments.

No.	Source of finance	Amount (US\$ equivalent)
1		
2		
3		

3. Financial documents

The Applicant and its parties shall provide copies of financial statements for *[insert number in words]* (*[insert number]*) years pursuant Section III, Qualifications Criteria and Requirements, Sub-Factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant, or, in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹⁶ for the *[insert number in words]* (*[insert number]*) years required above, and complying with the requirements.

¹⁶ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Form FIN 3.2 - Average Annual Construction Turnover

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

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

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

Joint Venture Party Name: *[insert full name]*

PQD and title: *[insert PQD number and title]*

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

Annual Turnover Data (Construction only)			
Year	Amount and Currency	Exchange rate*	US\$ equivalent
<i>[Indicate calendar year]</i>	<i>[Insert amount and indicate currency]</i>		
Average Annual Construction Turnover**			

* Refer ITA 14 for date and source of exchange rate.

** Total USD equivalent for all years divided by the total number of years. See *Section III- Qualification Criteria and Requirements*, paragraph 3.

Form EXP 4.1 - General Construction Experience

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]

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

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

Joint Venture Party Name: *[insert full name]*

PQD and title: *[insert PQD number and title]*

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

[Identify contracts that demonstrate continuous construction work over the past [insert number in words (insert number)] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate, and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate, and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

		Address: <i>[indicate street/number/town or city/country]</i>	
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate, and US\$ equivalent*]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

* Refer ITA 14 for date and source of exchange rate.

Form EXP 4.2(a) - Specific Construction and Contract Management Experience

[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]

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

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

Joint Venture Party Name: *[insert full name]*

PQD Number and title: *[insert PQD number and title]*

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

Similar Contract Number <i>[insert number] of [insert number of similar contracts required]</i>	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 or circle the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[Insert total contract amount in local currency]</i>		US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>	
If member in a JV or sub-contractor, specify participation in total Contract amount	<i>[Insert a percentage amount]</i>	<i>[Insert total contract amount in local currency]</i>	US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]*</i>	
Employer's Name:	<i>[Insert full name]</i>			
Address: Telephone/fax number Email:	<i>[indicate number/street/town or city/country]</i> <i>[insert telephone/fax numbers, including country and city area codes]</i> <i>[insert email address, if available]</i>			

* Refer ITA 14 for date and source of exchange rate.

Form EXP 4.2 (a) – (cont.) Specific Construction and Contract Management Experience

Similar Contract Number <i>[insert number]</i> of <i>[insert number of similar contracts required]</i>	<i>Information</i>
Description of the similarity in accordance with paragraph 4— <i>Specific Construction and Contract Management Experience of Section III—Qualification Criteria and Requirements:</i>	
1. Amount	<i>[insert amount in local currency, exchange rate, US\$ in words and in figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</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. Construction rate for key activities	<i>[insert rates and items]</i>
6. Other characteristics	<i>[insert other characteristics as described in Section VII—Scope of Works]</i>

Form EXP 4.2(b) - Construction Experience in Key Activities

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

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

Joint Venture Party Name: *[insert full name]*

PQD Number and title: *[insert PQD number and title]*

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

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2, ITA 24.3, and Section III, Qualification Criteria and Requirements, 4.2.

- Key Activity Number One:** *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: _____

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 or circle the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]</i>	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	A=Total quantity in the contract Example: Subcontractor X performed 3 out of 4 key activities	B=Percentage of participation Example: 75%	C=Actual Quantity Performed Example: A x B=C 3 x .75=2.25	
Year 1				
Year 2				
Year 3				
Year 4				

Employer's Name:	<i>[insert full name]</i>
Address: Telephone/fax number Email:	<i>[indicate street/number/town or city/country] [insert telephone/fax numbers, including country and city area codes] [insert email address, if available]</i>

2. **Activity Number Two:** *[insert brief description of the Activity, emphasizing its specificity]*
3. **Activity Number Three:** *[insert brief description of the Activity, emphasizing its specificity]*

Information	
Description of the key activities in accordance with the sub-factor 4.2(b) of Section III	
	<i>[insert response to inquiry indicated in left column]</i>

Form EXP 5.1 - Specific Experience in Managing ESHS aspect

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

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

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

Joint Venture Party Name: *[insert full name]*

PQD Number and title: *[insert PQD number and title]*

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

1. Key Requirement No. 1 in accordance with 4.3 of Section III: _____

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 or circle the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		US\$ <i>[insert exchange rate and total contract amount in US\$ equivalent]</i>	
Details of relevant experience				
Employer's Name:	<i>[insert full name]</i>			
Address: Telephone/fax number Email:	<i>[indicate street/number/town or city/country]</i> <i>[insert telephone/fax numbers, including country and city area codes]</i> <i>[insert email address, if available]</i>			

2. Key Requirement No. 2 in accordance with 4.3: _____

3. Key Requirement No. 3 in accordance with 4.3: _____

4.

Form EXP 5.2 - ESHS Certification

Please provide the following information:

Availability of the following valid International Organization for Standardization (ISO) certification or internationally recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite:

[Select the required certifications from the following]

- Quality management certificate ISO 9001
- Environmental management certificate ISO 14001
- Health and safety management certificate ISO 45001

Depending on the environmental, health, and safety issues of the worksite and the type of competition planned (national or international), the list of required certifications may be restricted to those corresponding to the main issue of the worksite management or removed altogether.

Form EXP 5.3 - ESHS Documentation

Please provide the following information:

Availability of in-house policies and procedures acceptable to the Employer for EHS management:

1. Existence of an Ethics Charter.
2. Existence of a system for monitoring compliance with ESHS commitments for the Bidder's Subcontractors and all its partners.
3. Existence of official company procedures for the management of the following relevant points: *[Select 3-5 that apply for the worksite from the following options, as per Section 2]*
 - ESHS resources and facilities and ESHS monitoring system;
 - Project Areas management information (base camps, quarries, burrow pits, storage areas);
 - Health and Safety on worksites policy and related guidance;
 - Local recruitment and ESHS training of local staff, subcontractors, and/or local partners;
 - Community stakeholder engagement practice;
 - Traffic management practice;
 - Hazardous products management practice;
 - Waste management practice;
 - Protection of water resources;
 - Biodiversity protection practices;
 - Site rehabilitation and revegetation practice;
 - Local cultural heritage protection practice;
 - Erosion and sedimentation practices; and
 - Control of infectious and communicable diseases (HIV/AIDS, malaria, COVID-19, and others)

Form EXP 5.4 - Availability of Dedicated ESHS Personnel

Please provide the curriculum vitae (CV) [Form PER-2] of the in-house personnel of the main contractor and/or Joint Venture partners for the EHS positions specified in Section 6 (Works' Requirements):

- Environmental Specialist;
- Health and Safety Specialist

Section V - Eligible Countries

Eligibility for Procurement of Goods, Works, and Non-Consulting Services under Fund Project Financing

In reference to ITA 5.1, for the information of the Applicants, at the present time firms and individuals, supply of goods, or contracting of works or services, from the following countries are excluded from this prequalification process:

Under ITA 5.1 (a): *[insert a list of the countries following approval by the Fund to apply the restriction or state "none"]*

Under ITA 5.1 (b): *[list the countries or state "none"]*

EXCEPTIONS: In the case of co-financed Projects, the Fund may agree to adopt restrictions imposed by co-financer(s) in addition to ITB 4.8 and ITB 5.1 as the case may be.

Section VI - Corrupt and Fraudulent Practices

(This Section VI, Corrupt and Fraudulent Practice shall not be modified)

1. Purpose

- 1.1 The Anti-Corruption Procedures including Guidelines on Procurement Integrity and this annex apply with respect to procurement under the Fund's Project Financing operations.

2. Requirements

- 2.1 The Fund require that Beneficiaries as well as firms, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or Suppliers, and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Fund financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Fund:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) **Corrupt Practice** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) **Fraudulent Practice** is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - (iii) **Collusive Practice** is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) **Coercive Practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) **Obstructive Practice** is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Fund investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of the Fund's inspection and audit rights provided for under sub-paragraph 2.2 (e) below.
- (b) Reject a proposal for award if the Fund determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly

or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- (c) In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Fund determines, at any time, that representatives of the Beneficiary or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Beneficiary having taken timely and appropriate action satisfactory to the Fund to address such practices when they occur, including by failing to inform the Fund in a timely manner at the time they knew of the practices;
- (d) Pursuant to the Fund's Anti-Corruption Procedures including Guidelines on Procurement Integrity and in accordance with the Fund's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from the Fund-financed contract, financially or in any other manner;¹⁷ (ii) to be a nominated¹⁸ sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded Fund-financed contract; and (iii) to receive the proceeds of any loan made by the Fund or otherwise to participate further in the preparation or implementation of any Fund-financed project;
- (e) Requires that a clause be included in bidding/request for proposals documents and in contracts financed by the Fund, requiring (i) bidders (applicants/proposers), consultants, contractor, supplier, agents, personnel, permit the Fund to inspect¹⁹ all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Fund.

¹⁷ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

¹⁸ A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

¹⁹ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Fund or persons appointed by the Fund to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information

PART 2 - Works Requirements

Section VII - Scope of Works

The Scope of Works should provide sufficient information for an Applicant to decide whether or not to compete for that type of works, whether it will need to use subcontractors for specific parts of the Works, and/or form a Joint Venture.

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1. Description of the Works

[Describe the Works in sufficient detail to identify location, nature, and complexity. Indicate the estimated quantities of major components of the works indicated in the bill of quantities]

2. Construction Period

[State expected construction period, the time in weeks or months, if alternative time schedules are permitted, give the range of acceptable construction periods. The period allowed should be reasonable]

3. Site and other Data

[Provide general information on the climate, hydrology, topography, geology, access to site, transportation and communications facilities, medical facilities, project layout, facilities, services provided by the Employer, and other relevant data]

4. Environmental, Social, Health and Safety (ESHS) Requirements

[The Employer's team preparing the ESHS requirements should include a suitably qualified Environmental and Social specialist/s.]

Based on the ESHS assessment, the Employer shall provide key ESHS risks and impacts and expectations on contractors to manage the risks and impacts. This may include as appropriate, but not limited to a summary of: key expectations in addressing Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) risks and impacts, managing labor and working conditions, protection of the environment, security of the site, community health and safety, management of safety of hazardous materials, resource efficiency and pollution prevention and management, biodiversity conservation and sustainable management of living natural resources etc. Any summary (key) information provided here shall not be inconsistent with the more detailed requirements in the bidding document.]

[Consistent with any additional sustainable procurement objectives of the contract, specify, as appropriate, specific experience requirements to manage any additional sustainable procurement aspects.]

5. Supplementary Information