

# **East Timor Transitional Administration (ETTA)**

**A COMPLETE  
TELECOMMUNICATIONS SYSTEM  
INVITATION FOR SUBMISSION FOR  
PREQUALIFICATION**

East Timor Transitional Administration-Information Technology Posts & Telecommunications

Project No. TNS/2000.5  
Name EAST TIMOR TELECOMMUNICATIONS NETWORKS AND SERVICES (ETTNS)

DATE: August 10, 2001

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## Abbreviations and Acronyms

BOQ	Bill of Quantities
FIDIC	Federation Internationale des Ingenieurs-Conseils; an association based in Switzerland that produces GCOCs for different classes of works construction.
GCOC	General Conditions of Contract
GITA	General Instructions to Applicants, in the SPD
GL	<i>Guidelines: Procurement under IBRD Loans and IDA Credits</i>
ICB	International Competitive Bidding
IF	Information Forms
IFB	Invitation for Bids
IFP	Invitation for Prequalification
ITB	Instructions to Bidders
JV	Joint Venture
JVA	Joint Venture Agreement
NCB	National Competitive Bidding
PQ	Prequalification
PITA	Particular Instructions to Applicants, in the SPD
SBD	Standard Bidding Document
SPD	Standard Prequalification Document
EWSD	The model of the telephone exchange in existence in Dili

## Glossary

employer, agent or agency	One of the two parties to a works contract, the other party being the “Contractor.” These terms may be used in the text, and their use are synonymous
contractor, applicant, bidder, proponent, tenderer or respondent	The legal entity that is party to and performs a works contract, the other party to the contract being the “Employer.” These terms may be used in the text, and their use are synonymous
joint venture or consortium	An ad hoc association of firms that pool their resources and skills to undertake a large or complex contract in the role of “Contractor,” with all firms (partners in the JV) being legally liable, jointly and severally, for the execution of the contract in the event of a partner’s withdrawal.

management contractor	A firm, acting in the role of “Contractor,” that does not usually perform contract construction work directly, but manages the work of other (sub) contractors, while bearing full responsibility and risk for price, quality, and timely performance of the contract.
construction manager	A consultant, acting as agent of the Borrower/Employer, engaged to coordinate and monitor the timing of preparation, bidding award, and execution of a number of different contracts comprising a project, but does not take on the responsibility for price, quality, or performance of those contracts.
nominated subcontractor	A specialist enterprise selected and approved by the Employer to provide a prespecified item in the BOQ, and nominated as subcontractor to the Contractor for such purpose. (For a more comprehensive definition, see Sub-Clauses 59.1 and 59.2 of the GCOC FIDIC 1987/92.)
postqualification	An assessment made by the Employer after the evaluation of bids and immediately prior to award of contract, to ensure that the lowest-evaluated, responsive, eligible bidder is qualified to perform the contract in accordance with previously specified qualification requirements.
prequalification	An assessment made by the Employer of the appropriate level of experience and capacity of firms expressing interest in undertaking a particular contract, before inviting them to bid.
prime contractor	A firm that performs a substantial part of a contract construction work itself and the balance, if any, by subcontractors, while bearing full responsibility for the whole contract.
provisional sum	A sum included provisionally in the BOQ of a contract, normally for a specialized part of the Works or for contingencies, which sum shall be used only on the instructions of the Employer/Engineer for payments to the contractor and/or to nominated subcontractors.
turnover	The gross earnings of a firm (in this context, a construction contractor), defined as the billings for contract work in progress and/or completed, normally expressed on an annual basis, and excluding income from other sources.
Works	The total work involvement in a construction contract, including the “Permanent” Works or finished product as specified, and the “Temporary” Works required by the Contractor for the execution of the contract.
writing	For the purpose of this document, any authenticated handwritten, typed, or printed communication, including telex, cable, electronic mail, and facsimile transmission, with proof of receipt when requested by the sender.

## **Invitation for Prequalification**

Prequalification shall be based entirely upon the ability of the interested firm to perform the particular work satisfactorily, taking into account:

- i. relevant experience and past performance;
- ii. capabilities with respect to personnel, equipment, and plant; and
- iii. financial position.

## **General Instructions to Applicants (GITA)**

### **1. Source of Funds, Type of Contract and Statistical Data**

- |                         |     |  |
|-------------------------|-----|--|
| <b>Source of Funds</b>  | 1.1 | The Bidder is to provide the funds for the construction, rehabilitation, and operation of the network.   |
| <b>Type of Contract</b> | 1.2 | The bidding documents, type of contract and the time for completion are indicated in the PITA.   |
| <b>Statistical Data</b> | 1.3 | General information on the climate, hydrology, topography, geology, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the Employer in a document called the Information Memorandum. |

### **2. Scope of Work**

- |                               |     |   |
|-------------------------------|-----|---|
| <b>Cellular Mobile System</b> | 2.1 | This shall be a Global Systeme Mobil (GSM) cellular system. It is mandatory that the entire system be based in East Timor. Initially, this system shall cover the city of Dili, with other regional centres to be included after the remainder of the transmission backbone or its equivalent is commissioned   |
|                               | 2.2 | Applicants may use the Dili EWSD switching platform to incorporate the Mobile Switching Center (MSC) function, which the switch permits (Combi-Working). In any case, the costs to upgrade the Dili EWSD to Combi-Working shall be negotiated with the manufacturer of the switch, at the Respondent's initiative and cost.   |
|                               | 2.3 | Alternatively, Applicants may choose to provide a separate MSC with its own Base Station Controller (BSC) and Base Terminal Stations (BTSs). Conversely, a packet switched system could be proposed, provided the GSM handsets now in the country are compatible.   |
| <b>International Gateway</b>  | 2.4 | Simultaneously with the commissioning of the GSM, the INTERNATIONAL GATEWAY shall be commissioned. Although the EWSD is also capable of incorporating the INTERNATIONAL GATEWAY function, in its present architecture, this function is not included. Applicants may negotiate at their own initiative and cost, for the manufacturer of the EWSD to incorporate this function in the switch now present in Dili. |

**Telephone  
Switching Platform  
And Transmission  
Facilities**

- 2.5 Alternatively, a completely new INTERNATIONAL GATEWAY system may be offered in its place.
- 2.6 The EWSD in Dili is already operating as a local exchange, with something of the order of 2000 subscriber terminals connected. There were approximately 4,800 subscriber terminals prior to September 1999. The exchange is configured for something of the order of 15,000 lines (it is the responsibility of Applicants to verify this figure). Besides the National Capital Dili there are 12 regional centres. Applicants shall also propose switching capability at each of these regional centres.
- 2.7 As a system, the EWSD offers a very generous and comprehensive list of facilities to the subscriber terminals connected to it. If Digital Line Units (DLU) off the EWSD is used at each regional centre, this same list of facilities will be also available at each of the regional centres. Applicants who chose to use alternative switching equipment will be required to elaborate what facilities will then be available at the regional centres as well as describe the maintenance and operations measures that will have to be provided, including billing for subscribers.

**Transmission  
Backbone**

- 2.8 The transmission backbone or equivalent will have to support the following services:
- Mobile Service links between BTSs in the districts and the BSC in Dili.
  - Connections from the regional centre DLUs and the EWSD exchange platform in Dili. (If the EWSD is to be used).
  - Leased lines for Internet Service Providers (ISPs), and future leased lines for business and private networks.
  - Operation of the GEOCENTREX (Pseudo PABX), a facility of the EWSD platform.
  - Delivery of National Radio and Television programmes. (Capacity for this should be a subject for discussions).
- 2.9 There are 23 towers already in place. These towers may or may not be sufficient for the transmission backbone that the Applicants propose. Indeed Applicants may choose not to use them, or to add to them to suit their design.
- 2.10 UNTAET is not categorically specifying the transmission medium (Micro-wave, fiber optics, satellite, etc.). Applicants shall state and provide a brief description of the medium chosen.

**3. Qualification Criteria**

- General** 3.1 Prequalification will be based on Applicants meeting **all** the following minimum pass-fail criteria regarding their general and particular construction experience, financial position, personnel and equipment capabilities, and other relevant information as demonstrated by the Applicant's responses in the Information Forms attached to the Letter of Application. The qualifications, capacity, and resources of proposed subcontractors will not be taken into account in assessing those of individual Applicants, unless they are named specialist subcontractors.
- General Experience** 3.2 The Applicant shall provide evidence that
- (a) it has been actively engaged in the business stated in the PITA, for at least the period stated in the PITA immediately prior to the date of submission of applications, in the role of prime contractor, management contractor, or subcontractor, and
  - (b) the Applicant has generated an average annual turnover during the above period greater than the amount stated in the PITA.
- The average annual turnover is defined as the total of certified payment certificates for works in progress or completed by the firm or firms comprising the Applicant, divided by the number of years stated in the PITA.
- Particular Experience** 3.3 The Applicant shall provide evidence that it has successfully completed or substantially completed at least the number of contracts stated in the PITA, of a nature, complexity, and requiring construction technology similar to the proposed contract, within the period stated in the PITA. The works may have been executed by the Applicant as a prime contractor, management contractor, or subcontractor, with references being submitted to confirm satisfactory performance.
- Financial Capabilities** 3.4 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 for the subject contract(s) in the event of stoppage, start-up, or other delays in payment, of the minimum estimated amount stated in the PITA, net of the Applicant's commitments for other contracts.
- Personnel Capabilities** 3.5 The Applicant shall supply general information on the management structure of the firm(s), and shall make provision for suitably qualified personnel to fill the key positions listed in the PITA, as required during contract implementation. The Applicant shall supply information on a prime candidate and on an alternate for each key position, both of whom shall meet the specified experience.

**4. Requests for Clarification**

**Notification  
and Response**

4. Applicants are responsible for requesting any clarification of the prequalification documents. A request for clarification shall be made in writing to the Employer's address indicated in the PITA. The Employer will respond to any request for clarification that it receives earlier than 14 days prior to the deadline for submission of applications. Copies of the Employer's response, including a description of the inquiry but without identifying its source, will be forwarded to all parties who have submitted prequalification documents.

**5. Submission of Applications**

**Delivery**

- 5.1 Submission of applications for prequalification must be received in sealed envelopes either delivered by hand or by registered mail to the address, and not later than the date stated in the PITA. The name and mailing address of the Applicant shall be indicated on the envelope, which shall be clearly marked as indicated in the PITA. A receipt will be given for all applications submitted.

**Late Applications**

- 5.2 The Employer reserves the right to accept or reject late applications.

**Language**

- 5.3 All information requested for prequalification shall be provided by Applicants in the language indicated in the PITA. Information may be provided in another language, but it shall be accompanied by an accurate translation of its relevant passages into the language indicated in the PITA. This translation will govern and will be used for interpreting the information.

**Lack of  
Information**

- 5.4 Failure of an Applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant.

**Material Changes**

- 5.5 Applicants, and those subsequently prequalified or conditionally prequalified, shall inform the Employer of any material change in information that might affect their qualification status. Bidders shall be required to update key prequalification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a postqualification review process.

## **6. Employer's Notification and Bidding Process**

- |                                       |     |   |
|---------------------------------------|-----|---|
| <b>Invitation for Bid</b>             | 6.1 | Within the period stated in the PITA from the date for submission of applications, the Employer will notify all Applicants in writing of the results of their application, and of the names of all prequalified and conditionally prequalified applicants. At the same time, successful applicants will be invited to submit a bid, in the format of the Invitation for Bids annexed to the PITA.   |
| <b>Conditional Prequalification</b>   | 6.2 | An Applicant may be “conditionally prequalified,” that is, qualified subject to certain specified nonmaterial deficiencies in the prequalification requirements being met by the Applicant to the satisfaction of the Employer, before submitting a bid. Upon full compliance with the prequalification requirements, other prequalified applicants will be notified accordingly.   |
| <b>Changes after Prequalification</b> | 6.3 | <p>Any change in the structure or formation of an Applicant after being prequalified and invited shall be subject to written approval of the Employer prior to the deadline for submission of bids. Such approval will be denied if as a consequence of any change:</p> <ul style="list-style-type: none"><li>(a) an individual firm, or a joint venture as a whole, or any individual member of the JV fails to meet any of the collective or individual qualifying requirements;</li><li>(b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or</li><li>(c) in the opinion of the Employer, a substantial reduction in competition may result.</li></ul> |
| <b>Employer's Rights</b>              | 6.4 | <p>The Employer reserves the right to take the following actions, and shall not be liable for any such actions:</p> <ul style="list-style-type: none"><li>(a) amend the scope and cost of any contract to be bid under this project, in which event bids will be invited only from those applicants who meet the resulting amended prequalification requirements;</li><li>(b) reject or accept any prequalification application, and/or any late application; and</li><li>(c) cancel the prequalification process and reject all applications.</li></ul>  |

## **7. Type of Contract**

- |                   |     |  |
|-------------------|-----|--|
| <b>Evaluation</b> | 7.1 | ETTA does not propose to make any payments. However the assets |
|-------------------|-----|--|
- General Instructions for  
Applicants (GITA)--Part A

**Principles**

- in East Timor will be placed at the disposal of the winning bidder without charge, on a temporary use agreement. As a Build Operate and Transfer (BOT) project, the applicant will be expected to invest a complementary amount to complete the whole project.
- 7.2 In exchange for this investment and eventual operation of the network, the winning bidder will be permitted to operate the network for an agreed period of time. The bidder will be required to state this period that it requires as well as submit a scale of charges it proposes to make to the end user of the facilities.
- 7.3 This period of operation (the T of the BOT) as well as the table of charges will be the criteria used for financial evaluation of the bidders.

## Particular Instructions to Applicants (PITA)

### Part A: General

GITA Sub-Clause Reference	These particular instructions and related Information Forms (IF) are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions in the PITA shall prevail over those in the GITA.
1.1	<p><b><u>Source of Funds</u></b> The Bidder will provide the funds for the construction and operation of the project under a Build-Operate-Transfer arrangement.</p> <p><b><u>Name of Project:</u></b> EAST TIMOR TELECOMMUNICATIONS NETWORKS AND SERVICES (TNS) PROJECT No. TNS/2000.5</p> <p><b><u>Description of the work:</u></b> GSM Cellular Mobile System Initially in the capital Dili, eventual coverage for regional capitals. Rehabilitation and reconstruction of the Public Switched Telephone Network (Meeting the Universal Service Obligations) Packet Data Network Broadcast radio and television distribution (Discussions may be desirable)</p>
	<p><b><u>The Employer:</u></b> East Timor Transitional Administration (ETTA) Chief Procurement Officer ETTA Procurement Unit Fomento Building Rua Aleixo Corte Real Dili East Timor</p> <p>FAX NO: +61 8 8946 3901 +61 8 8946 3902</p>
	<p><b><u>Bid Invitation</u></b> <b><u>Expected date for Invitation for Bids:</u></b> October 2001</p>

4.1	<p><b><u>Requests for Clarification:</u></b> ETTA-ITPT Telecommunications Building P.O. Box 5 Dili East Timor</p> <p>FAX NO: 670-390-324 033 <i>email: <a href="mailto:braga@east-timor.org">braga@east-timor.org</a></i> <i>email: <a href="mailto:mackinlay@un.org">mackinlay@un.org</a></i></p>
5.1	<p><b><u>Submission of Applications</u></b> East Timor Transitional Administration (ETTA) Chief Procurement Officer ETTA Procurement Unit Fomento Building Rua Aleixo Corte Real Dili East Timor</p> <p>FAX NO: +61 8 8946 3901                   +61 8 8946 3902</p> <p>Date for Submission of Prequalification Proposal:</p> <p><b><u>15 September 2001</u></b></p> <p><b><u>Envelope Marking:</u></b></p> <p>Prequalification Application for: TELECOMMUNICATIONS NETWORKS AND SERVICES (TNS)/ Project No. TNS/2000.5</p>
5.3	<p><b><u>Language:</u></b> <b>English.</b></p>
6.1	<p><b><u>Employer's Notification</u></b> Time period from submission of applications: 30 days</p>

**Part B: Specific Contract Requirements**

GITA Sub-Clause Reference	These particular instructions and related Information Forms (IF) are intended to complement, amend, or supplement the provisions in the GITA. In the event of conflict or ambiguity, the provisions herein shall prevail over those in the GITA.
2.1 to 2.10	<p><b><u>Scope of Work</u></b>  <u>Contract Reference</u>:No. TNS/2000.5                      <u>Title</u>:  TELECOMMUNICATIONS  NETWORKS AND SERVICES  (TNS)</p> <p><u>The Works</u>:  Current assets of the East Timor telecommunications network will be made available to the successful bidder through a temporary use agreement. The bidder will construct:  A complete telecommunications system in accordance with the Scope of Works.</p>
	<p><b><u>Type of Contract</u></b>  Build-Operate-Transfer.</p> <p><u>Bidding Documents</u>:  Single Stage Bidding, 2 envelope (Technical and Commercial, respectively) procedure.</p> <p><u>Time for completion</u>:  39 weeks from contract signature.</p>
	<p><b><u>Statistical Data</u></b>:  See Information Memorandum on website: <a href="http://www.gov.east-timor.org">www.gov.east-timor.org</a></p>
3.2	<p><b><u>General Telecommunications Experience</u></b>  (a) <u>Time period in the Telecommunications Business</u>:  <i>Five years minimum.</i></p> <p>(b) <u>Required Average annual turnover</u>: US\$ 60 million equivalent</p>
3.3	<p><b><u>Particular Telecommunications Experience</u></b>  (a) <u>Required number of similar contracts completed</u>:  Two contracts.</p> <p><u>Within time period of</u>:  <u>Ten years.</u></p> <p>(b) <u>Minimum key experience in switching</u>:</p>

	<p>1) The Applicant shall demonstrate it has operated networks of five hundred thousand or more lines of the tendered equipment,</p> <p>2) OR, if the Applicant proposes to use the switching equipment that the Employer is providing then the proponent shall prove it has operated any network with more than five hundred thousand lines,</p> <p>3) OR, if switching equipment other than that provided by the Employer is being proposed, the Applicant</p> <p style="padding-left: 40px;">a) Shall only propose equipment that they themselves used in a minimum of 10 different countries, and</p> <p style="padding-left: 40px;">b) For which the total number of terminations is in excess of 500,000.</p>																								
3.4	<p><b><u>Financial Capabilities</u></b>  <u>Minimum Required Cash Flow amount:</u> US\$18 million equivalent</p>																								
3.5	<p><b><u>Personnel Capabilities</u></b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 5%;"></th> <th style="text-align: left; width: 45%;"><u>Position</u></th> <th style="text-align: left; width: 30%;"><u>Total Work/Business Experience (years)</u></th> <th style="text-align: left; width: 20%;"><u>In Similar Work (years)</u></th> </tr> </thead> <tbody> <tr> <td>1)</td> <td>Project Manager</td> <td>10</td> <td>5</td> </tr> <tr> <td>2)</td> <td>Deputy Manger</td> <td>5</td> <td>3</td> </tr> <tr> <td>3)</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4)</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td colspan="4">etc.</td> </tr> </tbody> </table> <p style="color: blue;">The Applicant shall provide further details of the proposed personnel and their experience records in the relevant Information Forms 6 and 6A.</p>		<u>Position</u>	<u>Total Work/Business Experience (years)</u>	<u>In Similar Work (years)</u>	1)	Project Manager	10	5	2)	Deputy Manger	5	3	3)	_____	_____	_____	4)	_____	_____	_____	etc.			
	<u>Position</u>	<u>Total Work/Business Experience (years)</u>	<u>In Similar Work (years)</u>																						
1)	Project Manager	10	5																						
2)	Deputy Manger	5	3																						
3)	_____	_____	_____																						
4)	_____	_____	_____																						
etc.																									

## Addendum A: Letter of Application for Prequalification

*[letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, and telephone, facsimile and telex numbers, and cable address]*

Date: \_\_\_\_\_

To: East Timor Transitional Administration (ETTA)  
Chief Procurement Officer  
ETTA Procurement Unit  
Fomento Building  
Rua Aleixo Corte Real  
Dili  
East Timor

FAX NO: +61 8 8946 3901  
+61 8 8946 3902

Name of Project:

EAST TIMOR TELECOMMUNICATIONS NETWORKS AND  
SERVICES (TNS)  
*PROJECT No. TNS/2000.5*

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification to bid on the contract or contracts indicated below:

EAST TIMOR TELECOMMUNICATIONS NETWORKS AND  
SERVICES (TNS)  
*PROJECT No. TNS/2000.5*

2. Attached to this letter are copies of original documents defining<sup>1</sup>:

- (a) the Applicant's legal status;
- (b) the principal place of business; and

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<sup>1</sup> For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

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

3. It is our intention to subcontract approximately \_\_\_\_\_ percentage of the Bid/Contract Price, details of which are provided herein.

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

5. Your Agency and its authorized representatives may contact the following persons for further information<sup>2</sup>:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

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<sup>2</sup> Applications by joint ventures should provide on a separate sheet equivalent information for each party to the application.

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

6. This application is made with the full understanding that:
- (a) bids by prequalified Applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - (b) The Employer reserves the right to:
    - amend the scope and value of any contract to be bid under this project; in which event, bids will be invited only from those Applicants who meet the resulting amended prequalification requirements; and
    - Cancel the pre-qualification process, and reject all applications.
  - (c) The Employer shall not be liable for any such actions under 6 (b) above.

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

Signed	Signed
Name	Name

For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)
---	--

Signed  Name	Signed  Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Signed  Name	Signed  Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

**Addendum B: Information Forms**

**Supplementary information may be provided by Applicants.**

**Information Form (1) General Information**

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

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

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

Nationality of owners <sup>1</sup>		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

1. To be completed by all owners of partnerships or individually owned firms.

**Information Form (2) General Telecommunications Experience Record**  
(ref. GITA Sub-Clause 3.2)

Name of Applicant or partner of a joint venture
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All individual firms and all partners of a joint venture are requested to complete the information in this form with regard to the management of Works contracts generally. The information supplied should be the annual turnover of the Applicant (or each member of a joint venture), in terms of the amounts billed to clients for each year for work in progress or completed, converted to U.S. dollars at the rate of exchange at the end of the period reported. The annual periods should be calendar years, with partial accounting for the year up to the date of submission of applications.

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

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

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

Annual turnover data (construction only)		
Year*	Turnover	US\$ equivalent
1.		
2.		
3.		
4.		
5.		

<i>* The same period as in 3.2 of the GITA, commencing with the partial year up to the date of submission of applications</i>
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**Information Form (2a) Joint Venture Summary**

Names of all partners of a joint venture
1. Partner in charge
2. Partner
3. Partner
4. Partner
5. Partner
6. etc.

Total value of annual construction turnover, in terms of work billed to clients, in US\$ equivalent, converted at the rate of exchange at the end of the period reported:

Annual turnover data (construction only; US\$ equivalent)						
Partner	Form 2 page no.	Year 1	Year 2	Year 3	Year 4	Year 5
1. Partner in charge						
2. Partner						
3. Partner						
4. Partner						
5. Partner						
6. Etc.						
Totals						

**Information Form (3) Particular Telecommunications Experience Record**

(ref. GITA Sub-Clause 3.3)

Name of Applicant or partner of a joint venture or named Subcontractor
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To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the PITA.

On separate pages, using the format of Form (3A), the Applicant is requested to list contracts of a similar nature, complexity, and requiring similar construction technology to the contract or contracts for which the Applicant wishes to qualify, and which the Applicant has undertaken during the period, and of the number, stated in 3.3 of the GITA. Each partner of a joint venture should provide details of similar contracts on which they have had proportionate experience. The contract value should be based on the payment currencies of the contracts converted into U.S. dollars, at the date of substantial completion, or for ongoing contracts at the time of award. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the Applicant or by each partner of a joint venture.

Where the Applicant proposes to use named subcontractors for highly specialized elements of the Works (reference Sub-Clause 3.3 of the GITA), the information in the following forms should also be supplied for each subcontractor (or alternate, if any).

**Information Form (3a) Details of Contracts of Similar Nature and Complexity**

Name of Applicant or partner of a joint venture
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Use a separate sheet for each contract.

1.	Number of contract	
	Name of contract	
	Country	
2.	Name of Employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) <input type="checkbox"/> Prime contractor <input type="checkbox"/> Management contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Partner in a joint venture	
6.	Amount of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contracts)	
	Currency	Currency
7.	Equivalent amount US\$ Total contract: \$_____ ; Subcontract: \$_____ ; Partner share: \$_____	
8.	Date of award/completion	
9.	Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation).	
10.	Contract was completed US\$ _____ equivalent under/over original contract amount (if over, provide explanation).	
11.	Special contractual/constructional requirements, including monthly/annual production rates of the key construction activities described in GITA 3.3	
12.	Indicate the approximate percent of total contract value (and US\$ amount) of work undertaken by subcontract, if any, and the nature of such work.	

**Information Form (4) Summary Sheet: Current Contract Commitments / Works in Progress**

Name of Applicant or partner of a joint venture
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Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/mon)
1.				
2.				
3.				
4.				
5.				
etc.				

Applicants shall provide evidence (in a similar manner to the requirements of Sub-Clause 3.4 of GITA) to substantiate the adequacy of the sources of finance to meet the Applicant's cash flow requirements on the above contracts.

**Information Form (5) Financial Capabilities**

Name of Applicant or partner of a joint venture
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Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated in the GITA. Each applicant or partner of a joint venture shall complete this form. If necessary, separate sheets shall be used to provide complete banker information. A copy of the audited balance sheets shall be attached.

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

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

Summarize actual assets and liabilities in U.S. dollar equivalent (at the rates of exchange current at the end of each year) for the previous five calendar years. Based upon known commitments, summarize projected assets and liabilities in U.S. dollar equivalent for the next two calendar years, unless the withholding of such information by stock market listed public companies can be substantiated by the Applicant.

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

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in GITA 3.4.

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

Attach audited financial statements—including, as a minimum, profit and loss account, balance sheet, and explanatory notes.

If audits are not required by the laws of Applicants' countries of origin, partnerships and firms owned by individuals may submit their balance sheets certified by a registered accountant, and supported by copies of tax returns,

**Information Form (6) Personnel Capabilities**

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

Applicants may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

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

*\*As listed in GITA 3.5.*

**Information Form (6a) Candidate Summary**

Name of Applicant
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Position	Candidate <input type="checkbox"/> Prime <input type="checkbox"/> Alternate	
Candidate information	Name of candidate	Date of birth
	Professional qualifications	
Present employment	Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

Summarize professional experience over the last twenty years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

