

Section II. Application Data Sheet

A. General

ITA 1.1	The identification of the Invitation for Prequalification is: CTB C 26/14
ITA 1.1	The name of the Purchaser is: Ministry of Rural Development
ITA 2.1	The source of fund is: Constituency Development Funds

B. Contents of the Prequalification Document

ITA 6.1	For <u>clarification purposes</u> only, the Purchaser's address is: Ministry of Rural Development Honiara, Solomon Islands Attention: Dick Anasimae, Secretary to MTB Telephone: 25249 Electronic mail address: <u>danasimae@mrd.gov.sb</u>
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C. Preparation of Applications

ITA 9.1 (e)	The Applicant shall submit with its application the following additional documents: None.
ITA 13.2	Applications shall be submitted in two (2) envelopes, as follows: Envelope 1 shall contain original copy plus two (2) photocopies. Envelope 2 shall contain original copy plus two (2) photocopies.
ITA 13.3	The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant shall be: Special Power of Attorney, or, a letter typewritten over company's letterhead, signed and sealed by the Owner or Owners, or if a corporation, by the Board Secretary.
ITA 14.1	Contents of the envelopes shall be as follows: Envelope 1 shall be marked and sealed and shall contain the completed and signed Application forms provided in Section III. Application Forms. Envelope 2 shall marked and sealed and shall contain the signed Price

	Proposals provided in Section V.
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D. Submission of Applications

ITA 15.1	<p>For application submission purposes only, the Purchaser's address is:</p> <p>Chairperson Ministerial Tender Board (MTB) Ministry of Rural Development Honiara, Solomon Islands Attention: Dick Anasimae, Secretary to MTB</p> <p>The deadline for application submission is: Date: Monday, 7 April 2014 Time: 2.00 pm.</p>
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E. Prequalification of Applicants

ITA 23	<p>The purpose of this prequalification exercise is to select the suppliers and shipping companies prequalified to supply the Purchaser the goods and shipping services it needs. Prequalified Applicants shall be referred to as collectively "Preferred Suppliers."</p>
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F. Evaluation of Qualification of Applicants

ITA 23.1	<p>To be selected a preferred supplier, the Applicant shall possess the following qualifications:</p> <ul style="list-style-type: none"> ▪ is an SIG-registered company established since 2009; with CRN, TIN and bank account; ▪ accepts LPO to be selected as a preferred supplier; ▪ carries the range of Goods shown in the Application Documents; ▪ maintains display stores, storage and warehousing facilities; ▪ maintains delivery trucks and/or distribution or delivery arrangements with forwarding or hauling companies; ▪ has successfully completed at least one similar supply contract of similar size in similar delivery site conditions in the last five years; ▪ has earned a total gross sales volume of at least \$2 million in any one year in the last five years; ▪ has the financial capacity to finance the supply contracts; and ▪ has no record of poor or failure of contract performance in previous supply contracts with any government agency or private entities. <p>To be selected a preferred shipping company, the Applicant shall possess the following qualifications:</p> <ul style="list-style-type: none"> ▪ is an SIG-registered shipping company established since 2009; with CRN, TIN and bank account;
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	<ul style="list-style-type: none"> ▪ accepts LPO to be selected as a preferred supplier; ▪ owns and maintains shipping vessels; ▪ has successfully completed at least one similar shipping contract of similar size in similar delivery site conditions in the last five years; ▪ has the financial capacity to finance MRD's shipping contracts; ▪ has no record of poor or failure of contract performance in previous shipping contracts with any government agency or private entities.
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G. Evaluation of Price Proposals

ITA 23.2	<p>The method to be used to evaluate price proposals is as follows:</p> <p>A. Prices of the Goods</p> <ol style="list-style-type: none"> 1. All prices shall be expressed in <u>unit prices</u> and in SBD currency; 2. All delivery charges information provided shall be expressed in <u>unit prices</u> and in SBD currency. 3. Unit prices offered for each item of Goods shall be averaged so that any unit price that is in excess of 5% above the average shall be considered "unreasonably high" or "over-priced," 4. Accordingly, the Applicant offering "over-priced" unit price for a particular item of Goods shall be pre-disqualified to supply with respect to such item of Goods. <p>B. Shipping Costs</p> <ol style="list-style-type: none"> 1. All prices shall be expressed in <u>unit rates</u> and in SBD currency; 2. Unit rates offered shall be averaged so that any unit rate that is in excess of 5% above the average shall be considered "unreasonably high" or "over-priced," 3. Accordingly, the Applicant offering "over-priced" unit rate shall be pre-disqualified. <p><i>Note: All unit prices/unit rates offered by prequalified Applicants shall be fixed for the duration of the Contract. There shall be no request for price adjustments to be entertained for the duration of the Contract.</i></p>
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Section III. Application Forms

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Application Submission Sheet

Form ELI – 1.1

Date:

To: **Ministry of Rural Development**

I, [insert name], [insert position], apply to be prequalified for MRD Preferred Suppliers Arrangement and declare the following:

- (a) I have examined and have no reservations to the Prequalification Document, including Addenda No(s).....issued in accordance with ITA Clause 7.
- (b) My company is registered in Solomon Islands.
- (c) I am not in a situation of conflict of interest with any official or personnel of the Purchaser. .
- (d) I have not been blacklisted or suspended by any SIG ministry or agency.
- (e) My company is not a state-owned enterprise.
- (f) I understand that you may cancel the prequalification process at any time and that you are not bound either to accept any application that you may receive, without incurring any liability to the Applicants, in accordance with ITA Clause 26.
- (g) I agree to permit the Purchaser or its representative to inspect our accounts and records and other documents relating to the application for prequalification.

Name

In the capacity of

Signed

Duly authorized to sign the Application for and on behalf of

Date

Form ELI – 1.2

Applicant Information Sheet

Date:

Applicant Information	
Name of Company as registered with SIG	
Company Address and contact details	
Name of Owner, or Owners, or, if a corporation, name of President	
Name of independent certified public accountant	
Applicant's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Attached are photocopies of: <input type="checkbox"/> 1. In case of single entity, Certificate of Business Name Registration. <input type="checkbox"/> 2. Written authorization to represent the company if signing on behalf of the Owner or corporation.	

Form PERF – 1

Record of Performance In Previously Completed Contracts

Applicant's Legal Company Name:

Date:

Each Applicant must fill in this form

[illegible]

Form FIN – 3.1

Financial Capacity

Applicant's Legal Name:

Date:

Each Applicant must fill in this form

Financial Data for Previous 3 Years [in SBD]		
Year 1:	Year 2:	Year 3:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

☐ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Applicant.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Form FIN – 3.2**Annual Gross Sales**

Applicant's Legal Name: Date:

Each Applicant must fill in this form

Year	Annual Gross Sales
2013	
2012	
2011	

Form EXP – 4.1

**List of Similar Supply Contracts Successfully Completed
in the Last Five (5) Years**

Applicant's Legal Name:

Date:

Each Applicant must fill in this form

Experience in Similar Supply Contracts				
Item No.	Name of Client/Customer	Year	Total Contract Amount	Delivery Points