

***PREQUALIFICATION DOCUMENT FOR THE CONSTRUCTION OF THE
NEW MUSEUM OF CONTEMPORARY ART – ARS AEVI IN
SARAJEVO , BOSNIA AND HERZEGOVINA , IMPLEMENTATION OF
CONSTRUCTION WORKS***

Project Name and Title : Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina

March 2024

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Section 1.

Invitation for Prequalification

Project Name: Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina

Following the presentation, under the slogan “A vision becomes reality”, of the executive design for the new Museum of Contemporary Arts giving the Ars Aevi collection a permanent home, and in accordance to the available and presently committed resources, from the donors (European Union, Republic of Italy / AICS Italian Agency for development cooperation and the Canton of Sarajevo) UNESCO intends to prequalify contractors and/or companies for the :

Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina

which includes:

- ❑ Implementation of required construction, installation and equipping works, in accordance to the executive design completed by the studio Non Stop from Sarajevo under overall coordination by the Renzo Piano Building Workshop from Genova ;
- ❑ The construction works are to be implemented in a way ensuring required ensuring environmental sustainability and with minimal or no CO2 emission, during construction process and upon inauguration of the building.
- ❑ Floor plans of the building as well as required cross and longitudinal sections might be shared upon request

It is expected that invitations to bid will be made between May-June 2024,

Prequalification will be conducted by UNESCO in strict compliance with the Organization’s administrative and financial procedures.

Interested eligible applicants/bidders may obtain further information from UNESCO, Antenna Office in Sarajevo of the Regional Bureau for Science & Culture in Europe

Application for prequalification should be submitted in sealed envelopes, delivered to the address below by 22nd April 2024, and be clearly marked “Application to Prequalification for “Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina.

Address:

UNESCO Antenna Office in Sarajevo

UN House,

Zmaja od Bosne bb

71.000 Sarajevo

Bosnia and Herzegovina

Attn: Mr Siniša Šešum , Ms Alma Mrgan – Slipicevic and Ms Maja Nikolic,

Section 2. GENERAL INSTRUCTIONS TO APPLICANTS (GITA)

1.1 The following documentation is required by UNESCO from all companys for the purposes of prequalification:

- a) Expression of interest in contracting for Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina
- b) Copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the documents on behalf of the company or consortium;
- c) Total volume of construction works performed over the last five years;
- d) experience in works of a similar nature and volume and/or in the concerned geographic area for each of the last five years, and details of work underway or contractually committed; clients who may be contacted for further information on those contracts;
- e) qualifications and experience of key management and technical personnel proposed for the contract;
- f) Reference letter from applicant's bank to support financial capacity
- g) reports on the financial standing of the company(s), such as profit and loss statements and auditor's reports for the past five years;
- h) evidence of adequacy of working capital for this contract, including access to lines of credit and availability of other financial resources;

- i) authorization to seek references from the company(s)'s banks;
 - j) information regarding any litigation, current or during the last five years, in which the company(s) is involved, the parties concerned and disputed amount;
 - k) proposals for subcontracting components of the Works that might amount to more than 10% of the volume of work as estimated by the company; and
 - l) certification the company(ies) have fulfilled all their past and current obligations concerning the payment of taxes in the country.
 - m) List of staff / professions and numbers required for unhindered implementation of required works
 - n) List of machinery and tools, available for unhindered implementation of required works
- 1.2 Prequalification documents submitted by a joint-venture or other form of temporal association shall conform with the following requirements:
 - i) the documents shall include all information listed under 1.1 above for each partner;
 - ii) If the applicant is a joint venture, consortium or association, a copy of the joint venture agreement is needed. All of the Parties shall be jointly and severally liable to UNESCO for the fulfilment of the provisions of the future Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium or association.; however, evidence must be shown that all partners in the joint venture are jointly and severally liable for the performance of the Works;

iii) The composition or the constitution of joint venture, consortium or association shall not be altered without the prior consent of UNESCO.

- iv) In the case of joint venture, consortium or association, the consortium shall be technically qualified and each one of the parties will be required to submit documents required as under 1.1 above, to show that conditions are respect as cumulative effort. *In cases of Joint venture, all joint venture members **combined** must meet the criteria.*
- v) No sub-contracting is allowed
- 1.3 Your prequalification documents shall be prepared in duplicate with one marked "Original" and the other marked "Copy". In the event of any discrepancy between them, the original shall govern. The prequalification documents shall be sealed in one outer and two inner envelopes, as detailed below.

Both the outer and the inner envelopes shall be addressed as follows:

*UNESCO Antenna Office in Sarajevo
UN House,
Zmaja od Bosne bb
71.000 Sarajevo
Bosnia and Herzegovina*

Attn: **Mr Siniša Šešum , Ms Alma Mrgan – Slipicevic and Ms Maja Nikolic,**
s.sesum@unesco.org; m.nikolic@unesco.org; a.mrgan-slipicevic@unesco.org

Envelope Marking: “*Application to Prequalification for “Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo, Bosnia and Herzegovina.*”

Both inner envelopes shall also indicate your company's name and address.

- 1.4 UNESCO strongly encourages association with a companies from the region where the Works are to be performed. However, any invited company may only participate in one consolidated bid. Similarly, a local company may associate with only one company that has applied for prequalification.
- 1.5 The cost of preparing your prequalification documents, including any related travel, is not reimbursable nor can it be included in your future bid.
- 1.6 UNESCO reserves the right to modify any part of this invitation for prequalification, including the deadline for submission of prequalification documents, either at its own initiative or as a result of requests for clarification or otherwise from one or several companies.
- 1.7 Any requests for clarification about the contents of this invitation for pre-qualification should be addressed in writing to:
- Name:** Siniša Šešum
Email: s.sesum@unesco.org
Or Maja Nikolic and Alma Mrgan Slipicevic
Email: m.nikolic@unesco.org; a.mrgan-slipicevic@unesco.org
- 1.8 Any reply to a particular request for clarification may be copied to all other companies, at the discretion of UNESCO. Requests for clarification must be received 25 March 2024, as the latest, so to ensure response.
- 1.9 **Eligible Applicants**
For the purpose of this provision such practices are collectively referred to as “fraud and corruption” and defined as follows:
Bidders/Applicants prequalified should not be associated, or have been associated in the past, directly or indirectly, with a company or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the specifications, and other documents to be used for the procurement of works to be purchased under possible future Invitations to Bid. Bidders/Applicants shall be

legally incorporated entities, or groups formed by such as joint ventures.

This prequalification is open to all national and international suppliers who are legally constituted, can provide the requested services.

Bidders/ Applicants are ineligible if at the time of submission of their letter of application for prequalification:

(a) The bidder/ applicant is on the exclusion list published on the global portal for suppliers of the United Nations Organization, (<http://www.ungm.org>) due to fraudulent activities.

(b) The name of the bidder/applicant appears on the Consolidated United Nations Security Council Sanctions List which includes all individuals and entities subject to sanctions measures imposed by the Security Council.

(c) The bidder is excluded by the World Bank Group.

2.0 Fraud and corruption

UNESCO requires that bidders, contractors and their subcontractors adhere to the highest standard of moral and ethical conduct during the procurement and execution of UNESCO contracts and do not engage in corrupt, fraudulent, collusive, coercive or obstructive practices.

1. “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, an undue advantage, in order that the person receiving the advantage, or a third person, act or refrain from acting in the exercise of their official duties, or abuse their real or supposed influence;

2. “Fraudulent practice” is a knowing misrepresentation of the truth or concealment of a material fact aiming at misleading another party in view of obtaining a financial or other benefit or avoiding an obligation, or in view of having another party act to their detriment;

3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

4. “Coercive practice” means 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.

5. “Obstructive practice” means acts intended to materially impede the exercise of UNESCO’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNESCO investigation into allegations of fraud and corruption.

6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, postemployment provisions, abuse of authority and harassment.

UNESCO expects that all suppliers who wish to do business with UNESCO will embrace the United Nations Supplier Code of Conduct <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

UN Agencies have adopted a zero tolerance policy on gifts and therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favorable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favors. Vendors are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

UNESCO will:

1. Reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in fraud and corruption in competing for the contract in question.
2. Cancel or terminate a contract if it determines that a vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.
3. Declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in fraud and corruption in competing for or in executing a UNESCO contract.

Any concern or evidence that corruption or fraud may have occurred or is occurring related to a UNESCO contract shall be forwarded to the Office of Internal Oversight. Please refer to [how-to-report-fraud-corruption-or-abuse. https://www.unesco.org/en/ios/report-wrongdoing](https://www.unesco.org/en/ios/report-wrongdoing)

2. Submission of prequalification documents.

- 2.1 Prequalification documents must be received by UNESCO at the above address by 22nd April 2024 by 15.00 (3:00pm). Any documents received after this date and time will be rejected.
- 2.2 Prequalification documents may be modified or withdrawn by means of a modification to the documents already submitted or by a notice of withdrawal, respectively. Modifications or notices of withdrawal shall be addressed in the same way as the prequalification documents and must be received by UNESCO by the date and time specified in paragraph 2.1 above of this letter of invitation. The outer and inner envelopes shall be marked "MODIFICATION" or "WITHDRAWAL", as appropriate.

Section 3. PARTICULAR INSTRUCTIONS TO APPLICANTS (PITA)

- 3.1 To assist in the examination, evaluation and comparison of prequalification documents, UNESCO may, at its discretion, ask any companies for clarifications. All requests for clarification shall be issued and responded to in writing, and no change in the substance of the documents shall be sought, offered or permitted.
- 3.2 In order to qualify for an invitation to bid for the Works, companies must meet the following minimum criteria as evidenced by the documentation submitted per Section 1 of this Invitation for Prequalification:
- i) intention and capacity to complete planned activities:
 - ii) average annual volume of required works in the field of construction works of at least US\$ 15.000.000 during the last five years.
 - iii) experience as prime contractor in the construction services of a nature and complexity equivalent to the present over the last 10 years. (Technical services must be at least 70% completed); Experience in construction of environmentally sustainable buildings is to be particularly highlighted.

The applicant should demonstrate experience in delivering required services of construction nature. The Applicant will

provide the following: Necessary number of similar completed contracts: 5 (Five).

With certificate:

-it owns the license of its country for the implementation of the required construction works or if that country does not have the institution providing such licenses in that case it has to provide a detailed specification of the implementation of the works of similar complexity, taking as a normal prerequisite that the majority of the works have been implemented with its capacities rather than with the help of the collaborating organizations or partners.

Within the period of : 10 Years.

iv) Project staff

The minimum requirements for the key personnel is specified in the below table. CV's shall be used to verify the expertise and experience of the bidder's personnel along with copies of their respective diplomas.

The proposed project team and organizational structure demonstrate the capacity of the bidder's core team to execute works and should include all essential roles filled with people of the required experience and expertise, possessing construction certificates/licenses/ as required to conduct construction works.

N o.	Position Description	Qualifications and Experience
1	<p><i>Project Manager/Construction Manager/Architect:</i></p> <p>To be responsible for the successful management of assigned project, its technical quality, schedule, project staff coordination, client communications, negotiating scopes and fees, billing and client</p>	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in construction management, architecture or similar. ▪ A combination of Bachelor's degree with an additional 2 years of relevant work

N o.	Position Description	Qualifications and Experience
	follow-up maintenance	<p>experience may be accepted in lieu of the education requirements outlined above.</p> <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum ten years experience in managing or supervising construction activities related to the project requirements on a range of large and diverse construction projects in a developed commercial environment, requiring the coordination of multiple contractors simultaneously is required. ▪ Extensive experience implementing works under complex quality and safety plans is essential. <p>Other requirements</p> <ul style="list-style-type: none"> ▪ Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an advantage
2	<p>Senior Engineer / Project Engineer:</p> <p>To be responsible for evaluating workmanship and quality, ensuring the project schedule is being met, reviewing any plan discrepancies in the field, coordinating activities between subcontractors and resolving any disputes which may arise on the job site. Ensuring</p>	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in civil engineering. ▪ A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education

N o.	Position Description	Qualifications and Experience
	<p>construction activities conducted are in line with the detailed design documentation and relevant construction norms in the country, creates/ maintains quality documentation, such as quality manuals, quality procedures, etc., continuously improving QA inspection process and procedures, and prepares QA/QC reports.</p>	<p>requirements outlined above.</p> <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum ten years of relevant professional engineering experience at site. ▪ Experience in works related to management of complex construction and reconstruction works with multiple contractors is required. ▪ Extensive experience implementing works under complex quality and safety plans is essential. ▪ Deep knowledge and understanding of national building codes and regulations. <p>Other requirements</p> <ul style="list-style-type: none"> ▪ Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an advantage
3	<p>Health & Safety Project Officer</p> <p>To be fully responsible for the health and safety of all workers, employees, consultants, public and visitors to the site. The officer shall develop Contractor's Health and Safety Plan containing specific HS measures for the Contractor and each subcontractor, constantly update it and carry out Health and Safety risk assessments and consider how risks</p>	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in health and safety in construction or similar. ▪ A combination of a Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above. <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum seven years of

N o.	Position Description	Qualifications and Experience
	<p>could be reduced and ensure safer construction practices and to prevent dangerous acts that could lead to accidents/injuries on site. Organize and conduct periodic HS training to all workers present on site and ensure that untrained workers don't have access to the construction site. The Officer shall ensure that all health and safety laws, regulations and relevant authorities' policies and procedures relating to the execution, completion and remedying of the works are applied. The Officer shall be experienced in the use of proper PPE, safe operating practices in Fall Protection, Electrical Safety, Stairways and Ladders Safety, Material Handling, Storage, Use and Disposal, Scaffolding, Fire Protection and Prevention, Excavations, Hand and Power Tools, Evacuations, etc.</p>	<p>relevant professional experience at site.</p> <ul style="list-style-type: none"> ▪ Experience in works related to safety and health management of complex construction and reconstruction works with multiple contractors is required. ▪ Extensive experience implementing works under complex health and safety plans is essential. <p>Other requirements</p> <ul style="list-style-type: none"> ▪ Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an advantage
4	<p>Electrical Engineer: To be fully responsible for construction works related to electrical, automation and low voltage systems, to ensure that all relevant electrical activities and materials comply with the required technical specifications and detailed design drawings. He/she shall develop all required shop drawings, quality documents for approval of</p>	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in electrical engineering. ▪ A combination of a Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above. <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum seven years of

N o.	Position Description	Qualifications and Experience
	<p>the materials and method statements. He/she shall be responsible for on-site inspections, coordination with UNOPS engineers regarding all related electrical aspects. He/she should work closely with the other project engineers and coordinate work with other project activities, as well with the electricity supplier.</p>	<p>relevant professional engineering experience at site.</p> <ul style="list-style-type: none"> ▪ Experience in works related to complex construction and reconstruction works. <p>Other requirements</p> <p>Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an advantage</p>
5	<p>Mechanical & HVAC Engineer: Should be responsible for construction works related to water supply, sewer, fire protection, HVAC and security systems, ensure that all relevant activities and materials comply with the technical specifications and detailed design drawings. He/she shall develop all required shop-drawings, quality documents for approval of the materials and method statements., He/she shall be responsible for on-site inspections, coordination with UNOPS engineers regarding all related mechanical aspects. He/she should also be responsible for all mechanical related workmanship on site, coordination with architectural and electrical works.</p>	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in mechanical engineering. ▪ A combination of a Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above. <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum seven years of relevant professional engineering experience at site. ▪ Experience in works related to complex construction and reconstruction works. <p>Other requirements</p> <ul style="list-style-type: none"> ▪ Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an

N o.	Position Description	Qualifications and Experience
		advantage
6	2 Junior Engineers/Architects, providing daily technical backstopping to the core management team	<p>Education:</p> <ul style="list-style-type: none"> ▪ Master's degree in civil engineering/architecture ▪ A combination of a Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above. <p>Work Experience:</p> <ul style="list-style-type: none"> ▪ Minimum two years of relevant professional engineering experience at site. <p>Other requirements Working knowledge of English is required; Knowledge of official languages of Bosnia and Herzegovina would be an advantage</p>
7	Leading Professional workers skilled in particular phases of the works,	<p>Work Experience:</p> <p>Minimum 7 years of experience on similar works (mention leading workers for major phases of the works)</p>

a. Leading Professional workers skilled in particular phases of the works, with minimum 7 years of experience on similar works (mention leading workers for major phases of the works)

v) liquid assets and/or credit facilities, exclusive of any advance payments which may be made under the contract, of no less than US\$ 5.000,000.

- vi) no major history of litigation or arbitration awards against the company(s). A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification
- 3.3 Applicant must provide proof of compliance with the above-described thresholds as part of the documentation submitted per Section 1 of this Invitation for Prequalification.

4. Results of the prequalification.

- 4.1 UNESCO will communicate the results of the prequalification exercise to all companies having submitted prequalification documents. Such communication is foreseen to take place by no later than 15 May 2024 .
- 4.2 Prequalification will be valid for one year from the notification of prequalification. UNESCO will reevaluate the prequalification at that time and may extend the validity at UNESCO discretion.
- 4.3 Should UNESCO undertake the bidding process for the Works subject of this invitation, all companies pre-qualified by UNESCO for the execution – implementation of require technical services - Works shall receive in due course an invitation to bid.
- 4.4 Notwithstanding paragraph 3.2 of this letter of invitation, UNESCO reserves the right to accept or reject any company for prequalification purposes, as well as to cancel the prequalification exercise or its results, at any time prior to the issuance of the invitation to bid, without thereby incurring any liability to the affected company or companies or any obligation to inform them of the grounds for such action.

Section 4. LETTER OF APPLICATION

Annexes , Forms

LETTER OF APPLICATION

[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: *UNESCO Office Antenna in Sarajevo
UN House,
Zmaja od Bosne bb
71.000 Sarajevo
Bosnia and Herzegovina*

Attn: **Mr Siniša Šešum , Ms Alma Mrgan – Slipicevic and Ms Maja Nikolic,**
s.sesum@unesco.org; m.nikolic@unesco.org; a.mrgan-slipicevic@unesco.org

Name of Project:

**Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo,
Bosnia and Herzegovina**

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 indicated below:

**Construction of the Museum of Contemporary Art “Ars Aevi”, Sarajevo,
Bosnia and Herzegovina**

2. Attached to this letter are copies of original documents defining¹:
- (a) the Applicant's legal status;
 - (b) the principal place of business; and
 - (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 companies).
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

¹ 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.

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 information²:

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

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

Technical inquiries	
Contact 1	Address and communication facilities

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

Contact 2	Address and communication facilities
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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) your Agency reserves the right to:

- amend the scope and value of any contracts 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
- reject or accept any application, cancel the prequalification process, and reject all applications.

(c) your Agency shall not be liable for any such actions under 6(b) above.

7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

8. We confirm that if we bid, that bid, as well as any resulting contract, will be:

- (a) signed so as to legally bind all partners, jointly and severally; and
- (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

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

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

Section 5. INFORMATION FORMS

Supplementary information may be provided by Applicants as deemed necessary.

General Information

All individual companies 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 companies.

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

Nationality of owners ¹		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

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

**VENDOR FORM TO
BE ADDED IN PDF
AFTER APPROVAL
OF TEXT**

Particular Experience Record

Name of Applicant, partner of a joint venture or named subcontractor.

To prequalify, the Applicant shall be required to pass the specified requirements applicable to this form, as in the document above.

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 the letter of invitation. Each partner of a joint venture should provide details of similar contracts on which they have experienced. 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 , the information in the following forms should also be supplied for each subcontractor (or alternate, if any).

The applicant should pay a specific attention when filling thin form, in regard to the particular experience and criteria required.

It includes in particular:

In the first case:

- Experience in large construction works of complex architectural nature, including implementation of required installation and equipping works

INFORMATION FORM (3A)

PAGE __ OF __ PAGES

Details of Contracts of Similar Nature and Complexity

Name of Applicant or partner of a joint venture

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 CurrencyCurrency	
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
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.

Summary Sheet: Current Contract Commitments / Works in Progress

Name of Applicant or partner of a joint venture

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.				

Financial Capabilities

Name of Applicant or partner of a joint venture

Applicants, including each partner of a joint venture, shall provide financial information to demonstrate that they meet the requirements stated. 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 three calendar years.

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

Should the currency of the financial statement be in a currency other than USD, the exchange rate used to convert must be based on the UN operational rate of exchange on the 31 Dec of the relevant year.

Exchange rates are available in <http://treasury.un.org/>

*In cases of Joint venture, all joint venture members **combined** must meet the criteria.*

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.

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—for the period of last three calendar years. (for the individual Applicant or each partner of a joint venture).

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

Personnel Capabilities

Name of Applicant

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

Candidate Summary

Name of Applicant

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

[illegible]