From:			
То			
Head of Chancery High Commission of India Baitussyifaa Simpang 40-22 Jalan Sungai Akar Bandar Seri Begawan BC3915 Negara Brunei Darussalam			
Dear Sir,			
PROPOSED CHANCERY, HIGH COMMISS RESIDENCES AND ANXILARY FACILITIES COMMISSION OF INDIA, BRUNEI DARUSSALA	S BUILDING FOR THE HIGH		
Having examined the details given in the press notice hereby submit the eligibility application and relevant d			
I / We hereby certify that all the statements made and information supplied in the enclosed forms 1 to 12 and accompanying statements are true and correct.			
I / We have furnished all information and details nece pertinent information to supply.	ssary for eligibility and have no further		
I / We submit the requisite certified solvency certificat High Commission of India to approach the bank issuin the correctness thereof. We also authorize The Head o bankers, individuals, employers, firms and corporation competency and general reputation.	g the solvency certificate to confirm of Chancery to approach my / our		
Date of submission:	Signature (s) of Bidders(s)		
Enclosures:			
Date of Submission:			
	Signature of Applicant(s)		

ARKITEK REKAJAYA

PREQUALIFICATION QUESTIONNAIRE

FOR

PROPOSED CHANCERY, HIGH COMMISSIONER'S RESIDENCE, STAFF RESIDENCES AND ANXILARY FACILITIES BUILDING FOR THE HIGH COMMISSION OF INDIA, BRUNEI DARUSSALAM

Applicant: Address:	
T. I.N.	
Tel No:	
Fax No:	
Contact Person:	
Handphone No:	
Date:	

Closing Date: 13th August 2019

PART A

INSTRUCTIONS TO APPLICANTS

CONTENT

ITEM	DESCRIPTION	PAGE
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1.0 Introduction

1.1 The prequalification exercise is to prequalify Applicants whom will be shortlisted to be invited to tender for the construction and completion of the following works:-

PROPOSED CHANCERY, HIGH COMMISSIONER'S RESIDENCE, STAFF RESIDENCES AND ANXILARY FACILITIES BUILDING FOR THE HIGH COMMISSION OF INDIA, BRUNEI DARUSSALAM

- 1.2 The tender for the above work is anticipated to be called by **2nd July 2019**
- 1.3 The project comprises of Chancery building and Ambassador's residence etc., associated external works and M&E services. The anticipated construction period is approximately **18** months for Chancery building and **15** months for High Commissioner's Residence.

1.0A System of tendering:

1.01A Two stage bidding: This system should be followed. Tender is to be invited in two stage system – Technical stage and Financial stage.

(i) Technical Bids:

- •The Earnest Money Deposit (EMD) should be kept in one envelope, second envelope should contain Technical Bid documents.
- •The applicant needs to submit Earnest Money Deposit (EMD) <u>B\$150,000.00</u>. This should be in the form of Bank draft or Bank Guarantee.
- •All envelopes should be submitted simultaneously.
- •Envelopes for EMD shall be opened first.
- •Bidders who have submitted EMD as mentioned shall be considered successful for opening of Technical Bids.
- Technical bids of successful bidders shall be opened immediately.
- •Both EMD and Technical bids envelopes shall be opened in presence of bidders or their representatives.
- •After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Employer TEC).
- **(ii) Financial Bid:** Subsequently Financial bids documents will be issued to the technically qualified bidders to include detailed drawings and BOQ.
- **1.0B Criteria for Eligibility:** The following is the criteria for eligibility

- **1.01B** The applicant should have valid certificate of registration from the council of Registration of Contractor (Negara Brunei Darussalam) of Class Category 4, 5 or 6 for building projects. (refer also to Clause 8.1 (b)). (refer to Form 3 & 4)
- **1.02B** The applicant should have satisfactorily completed three similar works each costing not less than (B\$6.0M) or completed two similar works each costing not less than (B\$7.5M) or one similar work costing not less than (B\$12.0M) during the last 5 years ending last day of the month previous to the one in which bids were invited. The above costing is excluding VAT.
 - **Similar work means** Building (constructed under single contract) of Reinforced Cement Concrete framed structures including all utility services such as Modern office buildings, Hotels, Shopping Malls, Embassies, apartments complex etc. Certificate for completed similar work in proforma D shall be referred. The work in which compensation has been levied for delayed completion shall not be considered for eligibility. Under the para (12) of performance report in proforma D, if any of the parameter has been graded fair or below for a work, that work shall not be considered for eligibility. (refer to Form 5)
- **1.03B** The applicant should have had average annual financial turn-over of (B\$5.0M) (excluding VAT) on Construction works during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average. (refer to Form 2)
- **1.04B** The applicant should be a profit making individual/company/firm. He/they should not have incurred any financial loss during the last five consecutive financial years. This fact shall be duly certified by the Chartered Accountant. (refer to Form 2)
- **1.05B** The applicant should have Bank solvency of (B\$6.0M) excluding VAT certified by their banker. (refer to Form 1 & 2)
- **1.06B** The applicant should own construction equipment required for the proper and timely execution of work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire. (refer to Form 8)
- **1.07B** The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees who would be involved in this work. (refer to Form 7)
- **1.08B** The applicant should submit list of all completed works in the last 5 years and list of all works in hand. (refer to Form 5 & 6)
- 1.09B Joint Venture (JV) firms formed specifically for this tender shall not be permitted. JV qualifying as a single entity i.e. JV meeting all eligibility criteria as above 1.01B to 1.08B like a single entity shall be permitted. JV partners meeting eligibility criteria on individual basis separately shall not be permitted.

- 1.0C Contract terms and conditions:
- **1.01**C Condition of contract should be as per FIDIC Conditions of Contract 1999 first edition.
- **1.02C Earnest Money Deposit (EMD)** Earnest Money Deposit The applicant needs to submit Earnest Money Deposit (EMD) B\$150,000.00. This should be in the form of Bank draft or Bank Guarantee
- **1.03C Retention Money (Refer Clause 14.3 & 14.9 of FIDIC):** This should be limited to 5% of the accepted tender amount 5% of each Running bill will be deduct towards retention money. The EMD shall become part of retention money. This will be adjusted in the deduction for retention money of initial running bill. Retention money shall be released against equivalent amount of Bank Guarantee submitted by Contractor. BG should be valid for completion period plus defects notification period. In case of time extension of project, the BG should be revalidated up to extended time plus Defects Liability period.
- **1.04C Performance Security (Refer Clause 4.2 of FIDIC):-** This will be equal to 5% of Accepted tender amount. This should be in the form of BG and should be valid up to stipulated date of completion. In case of time extension, the validity of Performance security BG should be extended up to extended date of completion.
- 1.05C VAT clause: The Lump sum quote from bidder to be exclusive of VAT.
- **1.06**C **Liquidated Damage (Refer Clause 8.7 & 8.4 of FIDIC):-** It should be 0.5% per week limited to 10% of Accepted tender cost. This should be calculated on per day basis.
- **1.07C Payment against material (Secured Advance)** (Refer Clause 14.5 plant and materials intended for the works) Payment against nonperishable material brought at site but yet to be used in works should be allowed as advance payment and this should be adjusted only in Running bill of work done involving material (full or part) as consumed in works. This advance payment on material should be given without bank guarantee. In FIDIC this is 80% of the landed price of material. The FIDIC condition of payment against material up to 80% should be applicable. Also the work & payment schedule should be prepared keeping this provision in view.

1.08C Mobilisation advance / Advance payment (Refer Clause 14.2 of FIDIC):

- (i) The Mobilization advance limited to 10% of tendered amount.
- (ii) The mobilization advance shall be released only after obtaining a Bank Guarantee bond from a schedule bank for the amount of advance to be released and valid for the contract period. This shall be kept renewed time to time to cover the balance amount and likely period to complete recovery. The advance should be released in not less than two installments.
- (iii) It shall be ensured that at any point of time, valid Bank Guarantee is available for the amount of outstanding advance.
- (iv) The recovery of mobilization advance should be commenced after 10% of work is completed and the entire amount together with interest (if applicable) shall be recovered by the time 80% of the work is completed.
- (v) As per FIDIC condition the advance payment is interest free.
- **1.09**C **Arbitration** / **litigation** (**Refer Clause 20 of FIDIC**): This should be as per FIDIC Condition. Jurisdiction would be of the local courts.
- **1.10C Delay in payment of Running Bill (Refer Clause 14.8 of FIDIC):-** Employer would make payment of Running Bill (Payment of work done of all undisputed items) within the stipulated time but in case of delay no interest shall paid by employer. Mission has been authorized to make payment of Running Bills of Contractor to avoid delay.
- **1.11C** Escalation (Refer Clause 13.8 of FIDIC): No escalation on accepted tender cost should be permitted.

2.0 Prequalification Questionnaire

2.1 The Prequalification Questionnaire comprises of the following:-

PART A: INSTRUCTIONS TO APPLICANTS

PART B: REQUEST FOR APPLICANTS' INFORMATION

LETTER FROM BANK

FORM 1: Support Letter from Bank

FINANCIAL DATA

FORM 2: Financial Information

FORM 3: Particulars of Applicant's Background

FORM 4: Registration Data

TECHNICAL DATA

FORM 5: List of Similar Contracts Nature & Value B\$5 Million

and above completed within the last five (5) years

FORM 6: List of Current Projects

FORM 7: Key Personnel under Present Employment

FORM 8: List of Plant/Equipments proposed for the Project

FORM 9: List of Works proposed to be sublet

FORM 10: Project Implementation Proposal

FORM 11: Dispute History

FORM 12: Quality Assurance and Health & Safety Competence

3.0 Submission of Prequalification Questionnaire

- 3.1. Failure on the part of the Applicant to submit the original and all copies of the Prequalification Questionnaire may result in his submission not to be evaluated.
- 3.2. In the case of the Prequalification Questionnaire not being delivered by hand, the Applicant must arrange for his submission to be posted in time to reach the stipulated place not later than the closing date and time for the submission.
- 3.3. If the Prequalification Questionnaire is received after the closing date and time for the submission as stated in Clause 3.4, it shall not be evaluated.

PART A ITC/5

3.4 Applicants are to submit ONE (1) ORIGINAL and TWO (2) COPIES (stamped "Original" and "Copies") of the Prequalification Questionnaire duly completed including appendices and requested information. Additionally the Applicant shall provide ONE (1) ELECTRONIC COPY of the Appendices saved as Microsoft Word or Excel Formats and single PDF file in the form of a CD-ROM, and clearly marked "ELECTRONIC COPY". In the event of discrepancy between them, the original hard copy shall prevail. Applicants are to deliver in a sealed envelope marked:-

"PRIVATE AND CONFIDENTIAL"

PROPOSED CHANCERY, HIGH COMMISSIONER'S RESIDENCE, STAFF RESIDENCES AND ANXILARY FACILITIES BUILDING FOR THE HIGH COMMISSION OF INDIA, BRUNEI DARUSSALAM

To: Amir Chand Head of Chancery

High Commission of India

Baitussayifaa, Simpang 40-22, Jalan Sungai Akar, Bandar Seri Begawan BC 3915

Not later than: **2.00 P.M on** _______ **13**th **August**______ **2019**

4.0 Addendum

- 4.1. Prior to the date of submission, the Client may issue Addendum to clarify or modify the Prequalification Questionnaire in part or in whole.
- 4.2. Every Addendum issued will be distributed to the Applicant. Receipt of each Addendum must be acknowledged on the form issued with the Addendum.

5.0 Expenses Incurred in Submission

5.1. The Client will not reimburse any expenses incurred by the Applicant in the preparation and submission of the Prequalification Questionnaire and any subsequent interviews that may be required by the Client.

6.0 Secrecy of Information

6.1. All information, documents and transmittals issued or generated by the Client and / or its representative during the course shall be treated as confidential and shall not be transmitted to any third party without prior written approval of the Client and / or its representative.

7.0 Documents Submission

7.1 The Applicant shall fully complete and submit the Prequalification Questionnaire identified in the "Request For Applicant's Information" which shall contain the following:-

a) Letter from Bank

Form 1: Support Letter from Bank(s)

The Applicant shall submit a letter from their bank(s) indicating the credit facilities that would be made available to the Applicant should the Applicant be awarded the contract.

b) Financial Data

Form 2: Financial Information

The Applicant shall submit proof of financial capabilities to undertake the Works in the format given in Form 1, Part B, which shall include but not limited to the following:-

- i.) copies of the Applicant's audited financial statement for the past three(3) years.
- ii.) copies of the Applicant's bank statements for the past six (6) months.

Form 3: Particulars of Applicant's Background

The Applicant shall give particulars of his background in the format given in Form 2 Part B.

Form 4: Registration Data

The Applicant shall attach proof of registration under the Companies Act.

c) **Technical Data**

Form 5: List of Similar Contracts Completed

The Applicant shall list similar contracts nature and value above B\$5 million completed within the last five (5) years. The Applicant shall provide documents inclusive of Letter of Award / Acceptance, Certificate of Practical Completion, testimonial letters from previous client / employer to show proof on successful completion of the said projects.

Form 6: List of Current Projects

The Applicants shall provide the list of projects currently undertaken with the following information:-

- Project name
- Location
- Client / employer
- Type of Interior
- Designer
- Contract value
- Start and Anticipated completion date
- Current progress

Form 7: Key Personnel under Present Employment

The Applicant shall provide curriculum vitae (CV) of key personnel under present employment.

Form 8: List of Plant / Equipments proposed for the Project

The Applicant shall provide a list of their plant / equipment proposed to be used for this Project and shall include the following:-

- capacity
- no of units
- owned or leased

Form 9: List of Works proposed to be sublet

The Applicant shall provide a list of works proposed to be sublet.

Form 10: Project Implementation Proposal

The Applicant shall provide proposals for the following:-

- Project organization chart for this Project including curriculum vitae
 (CV) of key personnel and labour quota available.
- Any other proposal relevant to this submission.

Form 11: Dispute History

The Applicant shall provide information on the history of litigation or arbitration resulting from services or projects executed in the last ten (10) years or currently in progress if any

Form 12: Quality Assurance and Health & Safety Competence

The Applicant shall attach proof of Quality Assurance and Health & Safety Competence

8.0 Minimum Requirements

8.1. Only Applicants who comply with the following requirements will be considered for further evaluation

- a) Submission of Letter of Support from the Applicant's Bank(s).
- b) Local Participation: local Bruneian construction companies registered with the Ministry of Development Brunei with Class 4, 5 and 6 registration. All copies of registration certificates shall be submitted.
- c) Submission of Financial Statement by the Applicant for proof of financially capability to support the contract.
- d) Applicant must possess the relevant experience and has successfully completed the similar works of not less than B\$10 million per single contract in the last five (5) years.

9.0 Technical and Financial Capability

- 9.1. Assessment of Technical Capability shall be based on the following criteria:
 - a) Organisational Set-up including **curriculum vitae** (CV) of key personnel
 - b) List of Similar Contracts and nature value above B\$5 million completed
 - c) List of Current Projects
 - d) List of Plant / Equipments
 - e) Project Implementation Proposal
- 9.2. Assessment of Financial Capability shall be based on the following criteria:
 - a) Net Worth / Contract Sum
 - b) Current Ratio (Current Asset / Current Liabilities)
 - c) Applicants Available Funds / Facilities
 - d) Turnover / Contract Sum

10.0 Client's Right to Change

10.1 The Client in its absolute discretion reserves the right to:

- a) Amend the scope of the Works for which Tenders are to be invited, in which event the scope of the Works will only be tendered among those Applicants that meet the requirements of the scope as amended;
- b) Amend any timeline stated within this Prequalification Questionnaire;
- c) Reject or accept any responses; and
- d) Cancel the Prequalification Process and reject all responses.

The Client will not be liable for any actions nor be under any obligation to inform the Applicant of the reasons for such actions.

11. Notification of Selection

11.1 Applicants will be advised by email of the results of the Prequalification Questionnaire without assigning any reason for the Client's decision.

12. Disclaimer

- 12.1 The Client will not be held responsible for any loss, injury or damages suffered by the Applicant or their employees or their agents in preparing the Prequalification Questionnaire or for any action whatsoever taken by a third party for any costs, loss, injury or damages suffered as a result of, or consequential to, the preparation of the Prequalification Questionnaire.
- 12.2 This Prequalification Questionnaire does not constitute an offer from the Client. Further, the Client is under no obligation to respond to any enquiries it receives and reserves the right not to follow up on any Prequalification Questionnaire at its sole discretion and without explanation.

13. Joint Venture (JV)

13.1 Joint Venture (JV) firms formed specifically for this tender shall not be permitted. JV qualifying as a single entry i.e JV meeting all eligibility criteria as above 3.1 to 3.8 like a single entity shall be permitted. JV partners meeting eligibility criteria on individual basis separately shall not be permitted.

PART A
INSTRUCTIONS TO APPLICANTS

PART B

REQUEST FOR APPLICANTS' INFORMATION

CONTENT

ITEM	DESCRIPTION
FORM 1	Support Letter from Bank
FORM 2	Financial Information
FORM 3	Particulars of Applicant's Background
FORM 4	Registration Data
FORM 5	List of Similar Contracts and Nature Value B\$5 Million and above completed within the last five (5) years
FORM 6	List of Current Projects
FORM 7	Key Personnel under Present Employment
FORM 8	List of Plant/Equipments proposed for the Project
FORM 9	List of Works to be sublet
FORM 10	Project Implementation Proposal
FORM 11	Dispute History
FORM 12	Quality Assurance and Health & Safety Competence

FORM 1 – LETTER OF SUPPORT FROM BANK

(This format is to be typed on the Bank's official letter head)

To:
Dear Sir,
PROPOSED CHANCERY, HIGH COMMISSIONER'S RESIDENCE, STAFF RESIDENCES AND ANXILARY FACILITIES BUILDING FOR THE HIGH COMMISSION OF INDIA, BRUNEI DARUSSALAM
We, [Name of Bank] are pleased to advise that [Name of Applicant] has been a customer of our bank since [Name of Applicant] is currently enjoying a total credit facilities of Brunei Dollars (B\$). We have found [Name of Applicant] to be credit worthy and are pleased to support them in their business. We also confirm that we will be prepared to consider any application made by [Name of Applicant] for additional credit facilities should [Name of Applicant] be awarded the contract.
Yours faithfully,
For and on behalf of
[Name of Bank]
[Name]
[Designation]

FORM 2 – FINANCIAL INFORMATION*

ITEM	DESCRIPTION	B\$ (BRUNEI DOLLARS)		
		201	201	201
1.	Current Assets			
2.	Fixed and Other Assets			
3.	Current Liabilities			
4.	Other Liabilities			
5.	Authorised Capital			
6.	Paid Up Capital			
7.	Net Worth $(1+2) - (3+4)$			
8. 9.	Working Capital (1-3) Current Asset Ratio			
10.	Profit / (Loss) After Tax			
11.	Contingent Liability			
12.	Overdraft / Credit Facilities			
13.	Suppliers Credit			
14.	Facility / Fund Available (8+13+14)-12			
15.	Turnover			

NOTE*

The Applicant must submit with his Tender certified audited copies of the Applicant's financial account statements for the past three (3) years, and copies of the Applicant's bank statements for the past six (6) months.

FORM 2 - FINANCIAL INFORMATION* (Cont'd)

NAME OF INSTITUTION	N CREDIT FACILITIES
77.1 (C , , (1.1.1	11. 1
Value of Contract for which the con	mpany could tender:
Maximum (B\$)	Minimum (B\$)

FORM 3 – PARTICULARS OF APPLICANT'S BACKGROUND

INDENTIFICATION				
1.	Company's Name	:		
2.	Year Organised	:		
3.	Type of Organisation	:		
4.	Office Address	:		
5.	Capital	:		
	1. Authorised	:		
	2. Paid-up	:		
6.	Telex / Telephone No.	:		
7.	Status (Local / International)	:		
8.	Date of First Registration	:		

A.

FORM 3 - PARTICULARS OF APPLICANT'S BACKGROUND (Cont'd)

A. INDENTIFICATION (Cont'd)

9.	Details	or Upgrading :		
	1.	Date Class	Category S	pecialization
	2.	Date Class	Category S	pecialization
	3.	Date Class	Category S	pecialization
	4.	Date Class	Category S	pecialization
10.**		of Directors / Shareholders / ing Director, Director, Share	•	
Name		Address	Designation	Shares %
	••••			
	••••			•••••
	••••			•••••
	••••			
	••••			
•••••	••••			•••••
•••••	••••			•••••
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	••••			
	••••			
•••••	••••	•••••	•••••	•••••

NOTE**

Attach Memorandum and Articles Of Association, Deeds of Partnership or other relevant document or if appropriate, excerpts from such documents.

FORM 3 - PARTICULARS OF APPLICANT'S BACKGROUND (Cont'd)

B. <u>PERSONNEL</u>

Number of Engineers, Quantity Surveyors, Architects and Work Supervisors employed at present. The Applicant shall provide the **curriculum vitae (CV)** of personnels

			Local	International	
1.	Number of:				
a)	Architects	:			
b)	Engineers	:			
c)	Quantity Surveyors	:			
2.	Number of Supervisor Personnel (excluding Stated in 1 above)	-	:		
3.	State or enclose any useful.	other	details or informa	tion which you consider t	o be
		•••••	•••••		••
		•••••	•••••		
		•••••			••
		•••••			••
					••

FORM 4 – REGISTRATION DATA
The Applicant shall attach proof of registration under the Companies Act.
PART B REQUEST FOR APPLICANTS' INFORMATION

FORM 5 – LIST OF SIMILAR CONTRACTS NATURE & VALUE B\$5 MILLION AND ABOVE COMPLETED WITHIN THE LAST FIVE (5) YEARS

Applicant shall provide below the particulars of all similar contracts completed within the last ten years. DESCRIPTION AND LOCATION CONTRACT CONTRACT CONTRACT ACTUAL OF PROJECT **CLIENT VALUE** COMMENCEMENT **COMPLETION COMPLETION** (B\$) DATE DATE **DATE**

The Applicant shall provide documents inclusive of Letter of Award / Acceptance, Certificate of Practical Completion, testimonial letters from previous client / employer to show proof on successful completion of the said projects. Please attach additional sheet if space provided is insufficient.

FORM 7 – KEY PERSONNEL UNDER PRESENT EMPLOYMENT

The Applicant shall provide the **curriculum vitae (CV)** of personnels

			EXPERIENCE	
NAME	QUALIFICATION	PRESENT POSITION	NO. OF YEARS	CAPACITY

FORM 8 – LIST OF PLANT / EQUIPMENTS PROPOSED FOR THE PROJECT

DESCRIPTION	CAPACITY	NOS	OWNED	HIRED / LEASED

FORM 9 – LIST OF WORKS PROPOSED TO BE SUBLET

PROPOSED SUB-APPLICANT	

FORM 10 - PROJECT IMPLEMENTATION PROPOSAL

PROJECT ORGANISATION ORGANIZATION CHART FOR THIS PROJECT – KEY PERSONNEL PROPOSED FOR THE PROJECT (INCLUDING NEW PERSONNEL INTENDED TO BE EMPLOYED)

The Applicant shall provide the organization setup chart including curriculum vitae (CV) of key personnels and labour quota available

			EXPERIENCE		
NAME	QUALIFICATION	PRESENT POSITION	NO. OF YEARS	CAPACITY	

FORM 10 – PROJECT IMPLEMENTATION PROPOSAL (Cont'd)

PROPOSED LOGISTICS AND METHOD STATEMENT

ITEM	DESCRIPTION

FORM 11 : DISPUTE HISTORY

YEAR	AWARD FOR OR AGAINST APPLICANT	NAME OF OWNER/ EMPLOYER, CAUSE OF	DISPUTED
		LITIGATION / MATTER IN DISPUTE	AMOUNT B\$

FORM 12 – QUALITY ASSURANCE AND HEALTH & SAFETY COMPETENCE The Applicant shall attach proof of Quality Assurance and Health & Safety Competence.

FORM 6 - LIST OF CURRENT PROJECTS

DESCRIPTION AND LOCATION		CONTRACT	CONTRACT	CONTRACT	CURREN'
OF PROJECT	CLIENT	VALUE	COMMENCEMENT	COMPLETION	PROGRES
		(B\$)	DATE	DATE	

The Applicant shall provide documents inclusive of Letter of Award / Acceptance of the said projects. Please attach additional sheet if space provided is insufficient.