**EXPRESSION OF INTEREST (EoI),**

**MAG UK - Caribbean Office (Belize)] WAM Construction Activities**

**[4th November 2024] – [29th November 2024].**

**Procurement Reference°**: TD24.CA.TRF.002 BELIZE

**CONSTRUCTION Reference°:** EoI 002/MAG-CA/2024/02\_Belize

**TITLE**: Expression of Interest (EOI), for MAG Caribbean Office [Belize] Refurbishment of Armouries- 4th November 2024 – 29th November 2024.

MAG (Mines Advisory Group), one of the world's leading humanitarian organizations providing conflict- and armed violence-affected countries with a real chance for a better future, is implementing a Physical Security and Stockpile Management (PSSM) project with the defence and security forces in Belize. We are working in partnership with CARICOM IMPACS to implement this and a number of other projects in the Caribbean. Through this letter, MAG invites Interested Parties (IP) to offer their services by making a submission as described in this Expression of Interest (EoI).

The purpose of the EOI is to identify interested and qualified contractors, who will be included in a shortlist of contractors prequalified to take part in the upcoming restricted tender process for refurbishment projects. More precise estimates of each lot will take place once Bills of Quantities and Specifications are developed for each structure and site. These will be available at the time of restricted tendering.

* Estimated number of constructions works during this period: Refurbishment to ten (10) Police stations
* Estimated aggregate value of budget in Belize for construction works: $100,000 USD

Note:

* This EoI gives rise to no contractual obligations between MAG and Applicants,
* Applicants shall bear all costs associated with the preparation and submission to Expression of Interest, and MAG will in no case be responsible or liable for those costs,
* MAG will not be liable on the basis of any matter relating to or incidental to any company’s participation in this Process including instances where an applicant is not invited to participate in any subsequent process following the completion of this EOI process or in the event MAG varies or terminates the process, changes in procedure schedule.
* For Companies shortlisted during this process, MAG will not generally award more than two contracts ongoing at the same time to a single Company except in case of proven conclusive former experience with it,
* MAG reserves the right to accept or reject any Bid, to cancel the EoI or bidding process and reject all bids, at any time prior to the award of Contract of works, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for its action,
* This EOI does not entail any commitment on the part of MAG, either financial or otherwise. MAG reserves the right to accept or reject any or all Bids without incurring any obligation to inform the affected applicant/s of the grounds.

Intended timetable for this procedure is as follows:

1. Start date of Expression of Interest: 4th November 2024
2. Deadline to request clarifications: 15th November 2024 at 4pm Belize time
3. Clarifications requests to be sent to: rennie.mohan@maginternational.org copying nikita.mohammed@maginternational.org
4. Expression of Interest reception closes on: 29th November 2024 at 4pm Belize time

Bids should be paper copy, scanned and emailed to the mail address(es) stated at the point 4-b-I, page 3 of this EoI request as attachment(s). Attachments can be divided into parts as needed. MAG reserves the right to contact Bidders and request the paper hard copy to be delivered.

**The Contents of paper copy should be the same as electronical bid received.**

# **General conditions**

The works to be carried out by the companies that will be selected from this Expression of Interest, the restricted Request(s) of Tenders and any subsequent procedure must :

* Conform to the drawings, written documents and other specifications provided,
* Executed within the execution time and according to the financial provisions contained in the contracts, under penalty of exclusion from subsequent selection procedures, regardless of the contractual clauses that may otherwise apply.

The company should be keen to accept:

* payments based on agreed construction stages (% of work performed vs payment received);
* a retainage equal to 10% of the contract value to be paid within 1 to 6 months (depending on project) from the substantial completion of the works (defects liability period).

# **Joint venture or consortium**

No joint venture nor consortium is allowed for this Expression of Interest.

# **Amendments of Solicitation Document:**

No later than (5) five working days prior to the deadline for Submission of Expression of Interest, MAG may, for any reason, whether at its own initiative or in response to a clarification requested by any applicant, amend the Solicitation Documents. All prospective Bidders that have collected or received the Solicitation Documents will be notified in writing of any amendments. To allow prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, MAG may at its discretion, extend the deadline for the submission of Bids.

# **Documents Comprising the EoI, Format and Signing of Bid, additional information**

Any interested contractor shall provide, in its submission in response to this EOI, sufficient documentary evidence of adherence to the eligibility and qualification criteria detailed below. MAG will assess the documentation submitted by applicants in response to this EOI. Only applicants providing evidence of adherence to the eligibility and minimum qualification criteria detailed below will be shortlisted to take part in the planned upcoming tender exercise. MAG reserves the right to shortlist only a relevant number of best applicants relevant with the number of contracts foreseen for [2024 – 2025] period.

* 1. Minimum Eligibility Requirements

1. Copy of the company’s registration and qualification to perform construction and related activities. Minimum of 3 years’ experience in the requested line of business.
2. Evidence Company is up to date with payment of its tax obligations: Tax compliance
3. Copy of written power of attorney of the signatory of the Bid to commit the Bidder (See [Annex I](#_ANNEX_I)).
4. Confirmation of acceptance of MAG SUPPLIER ETHICAL STANDARDS, (See [Annex III](#_ANNEX_III)).
5. Confirmation of acceptance of MAG General Terms and Conditions of Contract, including Payment Terms, (See [Annex IV](#_ANNEX_IV)).
6. Financial Capacity:
   * Applicants shall provide copy of the company’s financial balance sheet (financial report and/or last audit report) for the last fiscal year, to prove its financial capacity and provide reasonable assurance regarding the financial health of the contractor (See [Annex VIII](#_ANNEX_VIII)).
   * The contractor shall provide a letter issued by a Bank confirming that their company has liquidity in the form of cash availability and unused credit facilities or a line of credit, amounting to a minimum of USD 20,000 (See [Annex IX](#_ANNEX_IX)).
   1. Format, Signing of Bid, Submission

Any EOI received and not conforming to the EOI guidelines will be considered as technically non-compliant and the application may be rejected. Submissions that are received after the deadline indicated above, for whatever reason, may not be considered for review.

MAG invites electronic Bids (Scanned copy of bound pages, numbered document) for this EoI. MAG reserves the right to contact Bidders and request the paper hard copies to be delivered. The Contents of the hard copy should be the same as the content of the electronical bid received.

The Bidder shall prepare one original of the Bid. The original of the Bid shall be in English, typed or written in indelible ink, with all pages numbered (be it handwriting) and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections.

Bids should be paper copy, scanned and emailed to the mail address(es) stated at the point 4-b-I, page 3 of this EoI request as attachment(s). MAG reserves the right to contact Bidders and request the paper hard copy to be delivered. Hard copy should show same content as electronical bid received.

Where the Original hardcopy Bid has been requested, bidders, shall seal the Bid in an envelope, duly marking the envelope as "ORIGINAL OFFER"

The envelope shall indicate the name and address of the Bidder:

1. Be addressed to MAG at the address that would be communicated in the hard copy request communication:
2. Refer to the "subject" indicated in the in the hard copy request communication, and a statement: "FOR EOI ANALYSIS COMMITTEE ATTENTION ONLY".

EOIs shall:

* + 1. Be addressed to MAG at tenders.caribbean@maginternational.org, limited to a maximum of 10 MB and free from any form of virus or corrupted contents, or the EOI shall be rejected. Attachments can be divided into parts as needed.
    2. Refer to the "EXPRESSION of INTEREST, Expression of Interest (EOI), for MAG Caribbean Construction activities and a statement: "DO NOT OPEN BEFORE", to be completed with the time and the date specified at page 1.

# **EOI Submission Details, what to submit**

* Company details: Brief description of the company including copy of registration documents - headquarters address, legal status, licenses and all relevant information that allows MAG to have a better understanding of the company (See [Annex II](#_ANNEX_II))
* All certificates/licenses and documents required, mentioned under the Eligibility and Minimum Qualification Criteria section of this EOI document, including copy of the applicant´s registration, proof of being up to date with payment of tax obligations, etc.
* References ([Annex V](#_ANNEX_V)): Provision of copies of reference documents, track record of professional performance confirming that construction works services have been satisfactorily provided, including amounts of contracts. Clients’ names and email contacts shall be indicated in these documentations.
* Completed Annexes I to IX.

# **Alteration or Withdrawal of EOIs**

Bidders may alter or withdraw their EOI by written notification prior to the deadline for submission of EOIs referred to on page 1. No Bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the Expression of Interest procedure. Withdrawals should be submitted at the same way as offers (Section 4 -b above). Any such notification of alteration or withdrawal must be prepared and submitted in writing. The submission mail must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

# **Opening and Evaluation of Bids**

## Preliminary Examination

At the EOIs opening, the Bidders’ names, written notifications of alteration and withdrawal, and such other information as MAG may consider appropriate will be recorded.

Prior to the detailed evaluation, MAG will determine the substantial responsiveness of each Bid to the Expression of Interest (EoI). A substantially responsive Bid is one, which conforms to all the terms and conditions of the EoI without material deviations.

MAG will examine the EOIs to determine whether they are complete, whether the documents have been properly signed, and whether the submissions are generally in order as specified in the EoI.

## Substantial Responsiveness

A EOI determined as not substantially responsive will be rejected by MAG and may not subsequently be made responsive by the Bidder by correction of the non-conformity. MAG shall use the criteria as detailed in this EoI to establish responsiveness through the minimum Eligibility Requirements verification

## Evaluation of EOIs

Information relating to the examination, clarification, evaluation, and comparison of submissions and recommendations for shortlisting of a company shall not be disclosed to bidders or any other persons not officially concerned with such process until EoI process is fully completed. Any effort by a Bidder to influence MAG’s processing of bids or award decisions may result in the rejection of its submission

MAG will evaluate and compare the EOIs, which have been determined to be substantially responsive. Determination of compliance with the Solicitation Documents is based on the content of the EOI itself without recourse to extrinsic evidence.

### Experience /Past Performance

* Firms must provide a list of completed and ongoing projects supported by client references. Firms must provide list of construction projects implemented/executed in past 3 years demonstrating/evidencing the ability to install equipment and repair/build constructions amounting to a minimum of 10,000 USD value (See [Annex V](#_ANNEX_V)).

### Organizational Capacity

* Firms must provide an organizational chart of the company, include key personnel, number of permanent key personnel that could be assigned to foreseen contracts, including number of technical personnel that will be working during works implementation (See [Annex VI](#_ANNEX_VI)).
* Firms must provide list of equipment that they own or proof to have rented the equipment necessary to conduct the civil works envisaged in this Expression of Interest document, including but not limited to excavators, concrete mixer, construction tools / generator / debris-waste container (See [Annex VII](#_ANNEX_VII)).

## Evaluation criteria (Total mark: 100 Points)

|  |  |  |
| --- | --- | --- |
| **#** | **Evaluation Criteria** | **Mark** |
| 1 | **Experience/Past Performance (50 Pts)** | |
| 1.1 | Former experiences.  (Copy of Certificate of Substantial Completion attached), for construction projects of at least 10,000 USD). Five points each, limited to eight (8) occurrences. | 40 Pts. |
| 1.2 | Former experiences with International NGOs, UN agencies or Army or Police.  (Copy of Certificate of Substantial Completion attached), for construction project of at least 10,000 USD). Two points each, limited to five (5) occurrences. | 10 Pts. |
| **2** | **Organizational Capacity (30 pts)** | |
| 2.1 | Provision and quality of organizational chart | 5 Pts. |
| 2.2 | Key Personnel and staff affected to works. List of minimum technical management and skilled staffing. Will be marked according to adequation with minimum list to be provided by WAM MAG Construction, according to scope of works. | 25 Pts. |
| **3** | **List of equipment (20 Pts)** | |
| 3 | List of equipment.  (Will be marked according to adequation with minimum list to be provided by WAM MAG Construction, according to scope of works). | 20 Pts |
| **TOTAL** | | **100 Pts** |

# **Notification of Success**

The successful firms shortlisted by MAG will be informed in writing that they have been validated. This EoI gives rise to no contractual obligations between MAG and shortlisted companies.

# **ANNEX I**

**COMPANY REPRESENTATIVE, POWER OF ATTORNEY**

We confirm that we have appointed Mr/Ms/Mrs [Applicants to enter name, full location & address of main office, telephone and contact number], as our local representative for this project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of the Authorized Representative(s) of the Proposer]

Name: [Insert name(s) of the Authorized Representative(s) of the Proposer]

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

Dated on [insert the date: DD/MM/YYYY]

# **ANNEX II**

|  |
| --- |
| **MAG SUPPLIER PROFILE AND REGISTRATION FORM** |

**1 Supplier Details and General Information**

|  |
| --- |
|  |

Name of Supplier:

|  |
| --- |
|  |

Street Address:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Post Code: Country: City: PO Box:

|  |
| --- |
|  |

|  |
| --- |
|  |

Telephone: E-mail Address:

|  |
| --- |
|  |

Contact Person: Name:

|  |
| --- |
|  |

|  |
| --- |
|  |

Position/Title: Telephone:

|  |
| --- |
|  |

Parent Company or Name of Owner:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Type of Business: Corporate/Limited Trader Manufacturer

|  |
| --- |
|  |

Year Established:

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Number of Employees: Full Time: Part Time:

|  |
| --- |
|  |

Company License/Registration No:

**2 Financial Information**

|  |
| --- |
|  |

VAT No: Tax No:

|  |
| --- |
|  |

Bank Name:

|  |
| --- |
|  |

Bank Account:

|  |
| --- |
|  |

Account Name:

Annual value of sales for the last 3 years:

Year 1

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Year 2

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Year 3

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

Has the company been audited in the last 3 years? Yes No

**3 Experience**

Recent contracts with the UN, International Aid Organizations, Governments, or International companies:

|  |
| --- |
|  |

Organization:

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |

Value:

|  |
| --- |
|  |

Organization:

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |

Value:

|  |
| --- |
|  |

Organization:

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |

Value:

**4 Technical Capability**

Please advise the categories and items, or services that your company sells:

|  |  |
| --- | --- |
| Category | Item |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**5 Other Factors**

If the answer to any of the following 7 questions is yes, then please explain on a separate paper.

1. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

2. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

3. Has the Company ever been guilty of grave professional misconduct proven by any means?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

4. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of United Kingdom, or those of the country where the contract is to be performed?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

5. Has the Company ever been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

6. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget or US Grant?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

7. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organizations?

|  |
| --- |
|  |

Yes

|  |
| --- |
|  |

No

8. List any National or International Trade or Professional Organizations which your company is a member of:

|  |
| --- |
|  |

**6 Certification**

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

|  |
| --- |
|  |

Name:

|  |
| --- |
|  |

Company Stamp

|  |
| --- |
|  |

Signature:

|  |
| --- |
|  |

Print Name:

|  |
| --- |
|  |

Title/Position:

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |

Place:

|  |
| --- |
|  |

E-mail Address:

(for contact for verification purposes)

|  |
| --- |
|  |

Phone Number:

(for contact for verification purposes)

NOTE: Please be informed that the MAG has decided not to do business with companies, or any affiliates or subsidiaries, which engage in any practice inconsistent with the MAG Code of Ethics, a copy is available on request

Please sign, initial each page.

# **ANNEX III**

**MAG SUPPLIER ETHICAL STANDARDS**

Mines Advisory Group (MAG) is a humanitarian organization that expects its suppliers and contractors to have high ethical standards. Any organization supplying goods to MAG valued at over 10,000 USD (or equivalent) in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

MAG staff may perform spot checks to verify that these standards are adhered to. Should MAG deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with MAG may be terminated.

Anyone doing business with MAG shall as a minimum:

1. Comply with all laws and regulations in effect in the country or countries of business.
2. Meet the ethical standards listed below.
3. Positively agree to the standards and be willing to implement changes in their organization.
4. **ANTI-CORRUPTION AND ANTI-FRAUD:**
   1. The supplier confirms that it is not involved in any form of corruption.
   2. Where any potential conflict of interest exists between the supplier or any of the supplier’s staff members with any MAG staff member, the supplier shall notify MAG in writing of the potential conflict. MAG shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
   3. The supplier will immediately notify senior MAG management if exposed for alleged corruption by representatives of MAG.
   4. The supplier shall be registered with the relevant government authority with regard to taxation.
   5. The supplier shall pay taxes according to all applicable national laws and regulations.
   6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
5. **ILLEGAL ACTIVITY:**

The supplier represents and warrants that neither it nor any of its subcontractors are engaged in any sort of illegal activities.

1. **CONDITIONS RELATED TO THE EMPLOYEES:**
   1. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
   2. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
   3. There shall be no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   4. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   5. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
   6. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
   7. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
   8. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
   9. Workers shall be provided with at least one day off for every 7-day period.
   10. All workers are entitled to a contract of employment that shall be written in a language they understand.
   11. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
   12. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
   13. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
   14. No Deductions from wages shall be made as a disciplinary measure.
2. **ENVIRONMENTAL CONDITIONS**
   1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
   2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
   3. National and international environmental legislation and regulations shall be respected.
   4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.
3. **TRANSPARENCY AND ACCOUNTABILITY**

The supplier undertakes a duty of full disclosure of any relevant material at any time and at the sole discretion of MAG in order for MAG to examine any alleged breach of this Code of Ethics. Any Breach of the representations and warranties of this Code of Ethics shall entitle MAG to terminate any contractual relations with the supplier immediately upon notice to the supplier at no cost to the MAG.

1. **TERRORISM**

The supplier represents and warrants that neither it nor any of its subcontractors are engaged in any transactions with, and/or the provisions of resources and support to, individuals and organizations associated with terrorism.

The supplier represents and warrants that neither it nor any of its subcontractors are engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

We, the undersigned verify that we are in compliance with all applicable laws and regulations and meet the code of conduct as listed above, or positively agree to these codes of conduct and are willing to implement necessary changes in the organization.

*DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF SUPPLIER/COMPANY: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*NAME OF REPRESENTATIVE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*COMPANY STAMP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# **ANNEX IV**

**SUBMISSION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | | |
| EOI Procurement Ref : | [Enter EOI Reference] |  |  |
| EOI Construction Ref : | [Enter EOI Reference] |  |  |

We, the undersigned, confirm our interest in being considered to become prequalified in response to your Expression of Interest Ref (Enter EOI Reference). We hereby submit our application in response to your EOI

We hereby declare that our firm, its affiliates or subsidiaries or employees, or subcontractors or suppliers for any part of the contract:

1. have no conflict of interest
2. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
3. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with MAG or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to MAG.

We declare that all the information and statements made in this EOI application are true and we accept that any misinterpretation or misrepresentation contained in this EOI application may lead to our disqualification and/or sanctioning by MAG.

If prequalified and shortlisted to participate in upcoming tenders, we will offer to supply the works in conformity with the Bidding documents, including the MAG General Conditions of Contract[[1]](#footnote-2) and in accordance with the Schedule of Requirements and Technical Specifications.

We understand and recognize that you are not bound to accept any application you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Applicant]] to sign this EOI.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **ANNEX V**

**RELEVANT CONSTRUCTION EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description of project and of the construction works | Year and degree of project completion | Value of works |
| Project 1 | (indicate project description, location and outline what are the works of similar nature conducted i.e site preparation, plumbing, electricity, vertical construction works, etc) as well as the Applicants role in executing the referred works (management contractor, major contractor, subcontractor, etc.) |  |  |
| Project 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |

Applicants are requested to complement the information inserted in table above with a copy of the respective certificate(s) of Substantial or Final Completion.

# **ANNEX VI**

**KEY PERSONNEL FORM**

Guidance note: The key personnel form should be printed on company letterhead, signed by the authorized representative(s) of the Applicant, dated and stamped. The form should be supplemented by the SIGNED CVs of the proposed key personnel, copies of their diplomas, and other supporting documents (certifications, membership to professional bodies etc.) as applicable.

To: MAG Caribbean

KEY PERSONNEL FORM

We, the undersigned, confirm that the following key personnel whose names and qualifications have been summarized below will be available for engagement in connection with any possible contract awarded on the base of this pre-qualification notice. Attached are the signed CVs of the proposed key personnel, along with copies of their diplomas and other supporting documents as applicable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Key Personnel | Name and Last Name | Designation / Role / Expertise | Education (Degree) | Years of  Professional  Experience | Years of  Similar Work  Experience |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

CV Template

Guidance note: The following CV template should be used by the applicants for all of the proposed key personnel. Note that the CV should be signed and dated by the proposed key personnel. At the minimum the copies of the diplomas of the proposed key personnel should be attached.

|  |  |  |  |
| --- | --- | --- | --- |
| Position\*: | |  | |
| Personnel Information | Name |  | Date of Birth: |
| University Degree\*: |  | |
| Professional Qualifications: |  | |
| Present Employment | Name of the Employer |  | |
| Address of the Employer |  | |
| Telephone | Contact Person : | |
| Fax | Email : | |
| Job Title | Years with present Employer: | |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project. Add/delete rows as applicable.

|  |  |  |
| --- | --- | --- |
| From \* | To\* | Company, Project, Position, and Technical and Management Experience\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience. I confirm my intention to serve within the proposed capacity and my availability to perform the duties as per the requirements.

Signature and Date: [signature of the proposed personnel and the date of signature].

Attachments: Copy of diploma(s), etc.

# **ANNEX VII**

**EQUIPMENT FORM**

Guidance Note: The key equipment form should be printed on company letterhead, signed by the authorized representative(s) of the applicant, dated and stamped. The Applicant must demonstrate that it will have access, at the minimum, to the same list of equipment that has been used by the Applicant over the last two years and which is required to be listed hereafter. Applicants are required to confirm either ownership of each of the pieces of equipment included in the list below and/or access to it through agreed rental/leasing agreements.

(applicants to complete information on the equipment used over the last two years)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment description and capacity | Quantity | Year of Manufacture | Current Location | Status/Condition of the equipment | Indicate form of access to  the equipment (ownership, lease, rental, etc.) |
| (i.e. Concrete  Mixer Xm3, dump truck Ym3, tipper Zm3, Water tanker, Crane lifting capacity X Tons at Y M, backhoe loaders,  excavators, etc)  - |  |  |  |  |  |
| (i.e. Concrete  Mixer Xm3, dump truck Ym3, tipper Zm3, Water tanker, Crane lifting capacity X Tons at Y M, backhoe loaders,  excavators, etc)  - |  |  |  |  |  |

Note: please add all equipment that is with the firm/company

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of the Authorized Representative(s) of the Proposer]

Name: [Insert name(s) of the Authorized Representative(s) of the Proposer]

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

Dated on [insert the date: DD/MM/YYYY]

# **ANNEX VIII**

**FINANCIAL SITUATION**

(to be printed on company letterhead, signed, dated and stamped)

Applicant’s Legal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial information in US$[[2]](#footnote-3) |  |  |  |  |
| Information from Balance Sheet |  |  |  |  |
|  | 2020 | 2021 | 2023 | Average |
| Total Assets (TA) |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |
| TA/TL Ratio |  |  |  |  |
| Net Worth (NW) |  |  |  |  |
|  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |
| CA/CL Ratio |  |  |  |  |
| Information from Income Statement |  |  |  |  |
| Total Revenue (TR) |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

* Must reflect the financial situation of the Applicant
* Historical financial statements must be audited by a certified accountant
* Historical financial statements must be complete, including all notes to the financial statements
* Historical financial statements must correspond to accounting periods already completed and audited

Name:

Company Name:

# **ANNEX IX**

**FINANCIAL RESOURCES**

Note: Together with this form, applicants are required to include, in their applications a letter issued by a Bank confirming that the applicant has liquidity in the form of cash availability and unused credit facilities or a line of credit, amounting to a minimum of USD [20,000]

(to be printed on company letterhead, signed, dated and stamped)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cash and Credit position as of submission date in U$[[3]](#footnote-4) | | | |  |
| Bank | Available Cash | Unused | |
| Cash Credit | Credit Letter |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |  |

A B C A+B+C

1. Template of Construction Contract of Works would be made provided under request to Procurement focal point. [↑](#footnote-ref-2)
2. For conversion purposes please use average annual conversion rates [↑](#footnote-ref-3)
3. For conversion purposes please use average annual conversion rates [↑](#footnote-ref-4)