

**QUALIFICATION QUESTIONNAIRE**

The Interested Company is required to complete the following pre-qualification questionnaire and failure to do so may result in its Expression of Interest being rejected. The Employer will not send any clarifications in the event that interested companies submission is being rejected.

Interested company shall prepare the submission in English Language.

In the event of Tenderer is successful and awarded the Contract, at the Employer's sole discretion some or all of these Appendices will form part of the Contract.

**QUALIFICATION SUBMISSION**

Form 1	General Information of Tenderer
Form 2	Financial Capability
Form 3	Past Project Record of Similar Work Nature
Form 4	Current Project
Form 5	Dispute History

**FORM 1****GENERAL INFORMATION OF TENDERER**

Tenderer must complete the information on this FORM. Copies of relevant registration certificates or proof of registration with Ministry of Development (if any) must be submitted.

1	Name of Applicant/Tenderer :			
2	Registered Office Address :			
3	Telephone :		Contact Person :	
4	Fax :		Email :	
5	Place of Incorporation/Registration :		Year of Incorporation/Registration :	
6	Number of Staffs :	Local :	Non Local :	Total :
7	Number of Staffs :	Technical :	Non-Technical :	Total :

Note : Please provide printed copy of Tenderer's:

- **Certificate of Incorporation**
- **Form X (the latest copy)**
- **Annual Return (the latest copy)**
- **Share Certificate**

**FORM 2**

**FINANCIAL CAPABILITY**

Tenderer's must provide financial information to demonstrate that they are financially capable to undertake the work. A copy of the audited financial statements for the last three (3) years with explanatory notes and a SUPPORT LETTER from Tenderer's bank must be attached.

Banker	Name of Banker :			
	Address of Banker :			
	Telephone :		Contact Name :	
	Fax :		Contact Position :	
	Email :		Contact Email :	

Summarise actual assets and liabilities in Brunei Dollars (BND) for the previous three (3) years.

Financial Information (BND)	Previous three (3) years		
	1	2	3
Annual Turnover			
Total Assets			
Current Assets			
Total Liabilities			
Current Liabilities			
Profits before Taxes			
Profits after Taxes			

**FORM 3**

**PAST RECORD OF SIMILAR WORK NATURE**

Tenderer must provide the list of past developments of similar nature undertaken in the last five (5) years. This information is to be summarized for each project.

**Use a separate sheet for each service or project**

1	Name of Project :	
	Country :	
2	Name of Owner:	
3	Role (Tick One)	
	<input type="checkbox"/> Main Contractor	<input type="checkbox"/> Sub-contractor
4	Value of the Project (B\$)	
5	Date of Commencement	
6	Date of Completion	

**FORM 4**

**CURRENT PROJECT**

Tenderer must provide information on commitments on all current projects.

	Name of Services/Project	Value of Contract (B\$)	Percentage Completed	Contract Duration	Estimated Completion Date
1					
2					
3					
4					
5					
6					
7					
8					

The Tenderer shall also provide relevant details or information of its/their future commitments indicating its assigned resources for this tender.

**FORM 5**

**DISPUTE HISTORY**

Tenderer must provide information on history of litigation or arbitration resulting from projects executed by Tenderer in the last ten (10) years or currently in progress.

Year	Award for or Against Tenderer	Names of Parties to Dispute and Cause of Litigation and matter of dispute	Disputed Amount