**Annex E**

**Prequalification Forms**

### **Form E-1): Response to IPQ by Firm**

Date: [dd/mm/yyyy]

Dear Mr./Ms. [copy the AIIB’s representative’s name, designation and department as indicated in the IPQ],

We have read carefully your Invitation for Prequalification (IPQ) for the captioned assignment/project and find the Terms of References (TOR) match our firm’s capacity for providing the services required in the TOR. We would like to submit our information required for being considered for the Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm’s profile and information relevant to this IPQ are provided below:

**Form E-2): Firm’s Information**

In case of Joint Venture (JV), each partner of the JV shall fill up this Form.

|  |  |
| --- | --- |
| Firm’s legal name |  |
| Firm’s country of constitution/registration |  |
| Firm’s year of constitution/registration |  |
| Firm’s legal address in country of constitution/registration |  |
| Firm’s website |  |
| Firm’s authorized representative  (name, address, telephone numbers, fax numbers, e-mail address) | *[In case of Joint Venture (JV), this is shall be the authorized representative of the JV]* |
| The Firm is required to attach the following documents:   * 1. Articles of incorporation or constitution/registration document of the legal entity named above. * 2. Confirmation of Authorization to represent the Firm. * 3. Agreement of JV in case of JV, otherwise indicate “N/A”. | |

#### **Form E-3): Eligibility Declaration**

We, the undersigned, certify to the best of our knowledge and belief:

We have read the IPQ, including the Purchaser’s Requirement (Annex D), for this assignment.

We confirm that the project references submitted as part of this IPQ accurately reflect the experience of our firm.

We confirm our firm and all the personnel indicated in the IPQ have met the requirements

of Corporate Procurement Policy of AIIB, which can be found on

<https://www.aiib.org/en/opportunities/business/corporate-procurement/index.html>

[Signature:

Name of the firm’s authorized representative:

Position]

**Form E-4): Financial Performance**

Each Applicant must fill out this form using data from its audited financial statements.

In case of joint ventures, each Joint Venture Partner must fill out this form separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Financial Data for Previous three Years in USD Equivalent* | | |
| Year 1 | Year 2 | Year 3 |
| *Information from Balance Sheet* | | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Net Worth =TA – TL |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
| Working Capital = CA - CL |  |  |  |
| Most Recent  Working Capital |  |  | |
| *Information from Income Statement* | | | |
| Total Revenues |  |  |  |
| Profits Before Taxes |  |  |  |
| Profits After Taxes |  |  |  |
| * Attached are copies of audited financial statements (balance sheets including all related notes, and income statements) for the last 3 years. | | | |

**Form E5): Average Annual Turnover**

Each Applicant must fill out this form.

The information supplied should be the Annual Turnover of the Applicant or each member of a Joint Venture in terms of the amounts billed to clients for each year for *[Works/Services]* in progress or completed, converted to US Dollars at the specified exchange rate.

In case of joint ventures, each Joint Venture Partner must fill out this form separately, and provide the Joint Venture Partner name below:

Joint Venture Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Amount  Currency | Exchange  Rate | USD  Equivalent |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Average Annual Turnover | | |  |

**Form E-6): Pending Litigation and Arbitration**

Each Applicant or member of a JV must fill in this form if so required under in Annex 3 Qualification Criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| * No pending litigation and arbitration * Below is a description of all pending litigation and arbitration involving the Applicant (or each JV member if Applicant is a Joint Venture). | | | |
| Year | Matter in Dispute | Value of Pending Claim in USD Equivalent | Value of Pending Claim as a Percentage of Net Worth |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Form E-7): Service Plan**

***(\*the response format is not restricted but below contents must be included)***

|  |
| --- |
| 1. Project methodology and approach |
|  |
| 1. Solution description |
|  |
| 1. Project team structure |
|  |
| 1. Proposed Project Plan |
|  |
| 1. Proposed Project Deliverables |
|  |
| 1. Cost Estimation |
|  |

**Form E-8): Firm’s Experience**

List below the Firm’s contracts with clients in the past 3 years similar, in size and nature, to the Contract under this IPQ.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Client | Client Country | Brief Description of the Scope of the Contract | Contract Size  (Currency, Amount) | Contract Duration  (From mm/yyyy to mm/yyyy) | Applicant’s Role in the Contract  (Sole Supplier/JV Partner) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Form E-9): Curriculum Vitae (CV) of Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Position: | *[Same Position Title: \_\_\_\_\_\_\_\_\_\_\_\_,**as in page 1]* | | |
| 1. Name: | *[Family name, Given Name]* | | |
| 1. a) Date of Birth | *[dd/mm/yyyy]* | b) Place of Birth | *[Name of Country]* |
| 1. Citizenship | *[Name of Country]* | | |
| 1. Name and Address of Current Employer: |  | | |
| 1. Education: | *[List degrees, major/area of specialization, the date(s) mm/yyyy of diploma(s) and institute(s)]* | | |
| 1. Membership in Professional Associations |  | | |
| 1. Language Skills | *[List the language(s) and related skill level: Native, Fluent, Intermediate, Basic]*   1. English (Mandatory): 2. … 3. … | | |
| 1. Employment Record   *[Starting with present position, list in reverse order every employment in the past 10 years]* | | | |
| From *[mm/yyyy]* To *[mm/yyyy]*  Employer:  Positions held:  Location(s):  Main Responsibilities: |  | | |
| 1. Past Work Experiences Relevant to the Purchaser’s Requirement   *[List major assignments in the past 10 years that can best illustrate the person’s capability to handle the tasks listed in the left column.]* | | | |
| *[Insert the major tasks in the Purchaser’s Requirement here]*  *[Task 1:\_\_\_\_\_\_\_*  *Task 2:\_\_\_\_\_\_\_*  *Task 3: \_\_\_\_\_\_\_ ]* | *[Work experiences relevant to Task 1:*  *Time Period: From mm/yyyy to mm/yyyy*  *Name of Client:*  *Position held:*  *Main Responsibilities/Outputs: ]*  *[Work experiences relevant to Task 2:*  *Time Period: From mm/yyyy to mm/yyyy*  *Name of Client:*  *Position held:*  *Main Responsibilities/Outputs: ]*  *[Work experiences relevant to Task 3:*  *Time Period: From mm/yyyy to mm/yyyy*  *Name of Client:*  *Position held:*  *Main Responsibilities/Outputs:* | | |
| 1. Certification: | | | |
| I, the undersigned, certify to the best of my knowledge and belief that   * this CV accurately describes my qualifications and my experience Yes No * I am currently under sanction by AIIB Yes   No * I am former AIIB staff Yes No   I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged, or sanction by AIIB in accordance with its Policy on Prohibited Practices.  Date: *[dd/mm/yyyy]*  *[Signature]* | | | |

**Annex F. General Terms and Conditions (GTC)**

*( https://www.aiib.org/en/opportunities/business/.content/index/\_download/aiib-general-terms-and-conditions.PDF)*