

JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)


**NATIONAL WATER SUPPLY AND DRAINAGE BOARD
MINISTRY OF URBAN DEVELOPMENT, CONSTRUCTION
AND PUBLIC UTILITIES
DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**THE DETAILED DESIGN STUDY
ON
THE PROJECT FOR REDUCTION
OF NON-REVENUE WATER
IN THE GREATER COLOMBO AREA
IN
THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

FINAL REPORT

**(DRAFT) PREQUALIFICATION OF CONTRACTORS
FOR LOW INCOME SETTLEMENT ENVIRONMENTAL IMPROVEMENT**

MARCH 1991

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TABLE OF CONTENTS

			Page No.
1. INVITATION FOR PREQUALIFICATION			1
2. INSTRUCTIONS TO APPLICANTS FOR PREQUALIFICATION			3
2a)	General		3
2b)	Submission of Applications for Prequalification		3
2c)	Questionnaire for Prequalification		4
2d)	Evaluation of Applications for Prequalification		4
2e)	Scoring System for Prequalification		5
 FORMS			
FORM I	-	Letter of Application	6
FORM II	-	General Information	8
FORM III	-	Annual Turnover Data	9
FORM IV	-	Summary of Current Contract	
		Commitments/Works in Progress	10
FORM V	-	Financial Data	11
FORM VI	-	Experience in Contracts of Similar Works	13
FORM VII	-	Personnel / Staff Proposed for the Project	14
FORM VIII	-	Experience Summary of Key Personnel for the Project	15
FORM IX	-	Equipment Proposed for the Project	16
FORM X	-	Proposed Site Organization	17
FORM XI	-	Additional Information	18

THE PROJECT FOR REDUCTION OF NON-REVENUE WATER
(JBIC LOAN AGREEMENT NO: SL-P 66)

PREQUALIFICATION OF CONTRACTORS
FOR
LOW INCOME SETTLEMENT ENVIRONMENTAL IMPROVEMENT
(CONTRACT NO.)

1. INVITATION FOR PREQUALIFICATION

- 1.1 The Government of the Democratic Socialist Republic of Sri Lanka has received an ODA loan from the Japan Bank for International Cooperation (JBIC) towards the cost of the "Project for the Reduction of Non-Revenue Water" and it is intended that part of the proceeds of this loan will be applied to eligible payments under the Contract for Low Income Settlement Environmental Improvements for which this invitation for prequalification is issued.
- 1.2 It is proposed to improve the water supply and sanitation in some low income settlements (tenement gardens) in CB1 area. Under this project, existing water supply distribution systems in these settlements will be rehabilitated or upgraded. In settlements with no water supply, new distribution systems will be provided. The aim of this project is to reduce non-revenue water in those low income settlements by disconnecting public standposts and bath taps, and providing metered service connections.
- 1.3 The National Water Supply and Drainage Board intends to prequalify contractors for the following works:

Scope of Work

The scope of work involves the improvement of water supply facilities in approximately 30 low income settlements in CB1 area of the Colombo Municipal Council Area. All pipes, fittings and jointing materials will be supplied by NWSDB.

The work anticipated in these 30 settlements will consist of the following items.

- Expose existing distribution mains (mainly of cast iron) and carry out tapping at locations as directed by Engineer.
- Install valves and surface box assemblies at the above locations.
- Excavate pipe trenches from the water main up to the boundary of the settlement, lay PVC pipes of diameters 1" to 4" with all associated fittings and backfill trenches.
- Lay the distribution system consisting of PVC pipes within the settlement (Excavation and backfilling of trenches will be done by the inhabitants).

The number of settlements for improvement (30) is only approximate and can be increased or decreased depending on the actual requirement. The provision of service connections will be done by NWSDB with the participation of the community.

- 1.4 Prequalification is open to contractors who are registered with ICTAD in the field of water supply & drainage construction in the financial categories of M9 and above and having NCCASL membership.
- 1.5 Interested eligible contractors may obtain further information and inspect the prequalification documents at the office of Deputy General Manager (Greater Colombo), National Water Supply and Drainage Board, Welikada Plaza, Rajagiriya, Telephone 01-887321 or Fax 01-887152) between 9:30 hours to 12:30 hours and from 13:30 hours to 15:30 hours on normal working days up to
- 1.6 A complete set of prequalification documents may be purchased by any interested eligible applicant on the submission of a written application to the above address and upon payment of a non-refundable fee of SL Rs. 250.00.
- 1.7 The application for prequalification must be duly completed and returned to the Deputy General Manager (Greater Colombo), National Water Supply and Drainage Board, Welikada Plaza, Rajagiriya, where it must be received before 2:00 p.m. on Documents which are received late will be returned unopened.
- 1.8 The Tender Board reserves the right to alter the scope of work and the proposed time for tendering. The Tender Board will decide on the suitability of the prospective contractors and its decision will be final.

**DEPUTY GENERAL MANAGER (GREATER COLOMBO)
NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

2. INSTRUCTIONS TO APPLICANTS FOR PREQUALIFICATION

2(a) General

- 2(a).1 Deputy General Manager (Greater Colombo), National Water Supply and Drainage Board (NWSDB) hereby invites applications for prequalification from ICTAD registered Contractors in the field of water supply and drainage construction work in Grade M9 and above, who are members of the National Construction Contractor Association (NCCASL) for the works under the water supply sector project.
- 2(a).2 The Government of the Democratic Socialist Republic of Sri Lanka (GOSL) has received a loan from the Japan Bank for International Cooperation (JBIC) to finance the Project and payments under the contract will be made in accordance with the relevant provisions of the loan agreement between GOSL and JBIC.
- 2(a).3 Tender dossiers are expected to be ready for issue to pre-qualified Tenderers by
- 2(a).4 The contracts will be in the English language.
- 2(a).5 The Chairman of the Tender Board reserves the right to alter the scope of the work and the proposed time for tendering. The Tender Board will decide on the suitability of the prospective contractors and its decision shall be final.
- 2(a).6 Contractors who wish to apply for prequalification must have experience in having undertaken and successfully completed works of comparable nature, magnitude and cost and should have a minimum experience of three years in execution of such works.
- 2(a).7 If a prequalified tenderer is subsequently selected for award of contract, such award will be dependent on verification of the data submitted for prequalification. If such shall prove misleading or materially wrong the tender will be rejected, and the amount of the tender deposit, bond or guarantee forfeited.

2(b) Submission of Applications for Prequalification

- 2(b).1 Three (3) completed Prequalification Application Documents should be enclosed in three separate sealed envelopes (one envelope marked 'original', another marked 'Duplicate' and the other marked 'Triplicate'). These envelope should thereafter be placed in a parcel which should be sealed and returned so as to reach the following address by 2:00 p.m. on the The outside of the parcel shall be marked "Application for prequalification – Contract No.....". The name and mailing address of the applicants shall also be indicated on the parcel. Documents which are received late will be returned unopened.

Deputy General Manager (Greater Colombo)
National Water Supply and Drainage Board
Welikada Plaza
Rajagiriya

- 2(b).2 All information requested must be provided in the English language. Information in any other language shall be accompanied by its translation into English in which case for purposes of interpretation of the information, the English translation will govern.
- 2(b).3 Applicants are requested to fill in the details asked for strictly in the prescribed Questionnaire Forms I to XI inclusive. The applicant may also submit additional information which, in his opinion will support his application.
- 2(b).4 Each sheet must be signed by the applicant or a person or persons duly authorized to sign on behalf of the applicant. If the application is submitted by an agent, it must be accompanied by an appropriate written power of attorney.
- 2(b).5 All documents submitted by the applicants will be treated as confidential and will not be returned.
- 2(b).6 The NWSDB will inform all applicants of the result of their application. The Tender Board reserves the right to reject or accept any application and to annul the prequalification process and reject all applications, without thereby incurring any liability to the affected applicants or any obligation to inform the applicants of the grounds for the action of the Tender Board.

2(c) Questionnaire for Prequalification

2(c).1 The prequalification questionnaire contains eleven (11) forms as follows :

- Form I - Letter of Application
- Form II - General Information
- Form III - Annual Turnover Data
- Form IV - Summary of Current Contract Commitments/Works in Progress
- Form V - Financial Data
- Form VI - Experience in contracts of similar works
- Form VII - Personnel/Staff Proposed for the project
- Form VII - Experience summary of key personnel for the project
- Form IX - Equipment Proposed for the Project
- Form X - Proposed Site Organization
- Form XI - Additional Information

2(c).2 Additional sheets may be added to the forms. Each page of each form should be clearly marked in the right top corner as follows:

Form I, Page 1, Form I, page 2, Form I, page 3 etc.

2(c).3 Some of the forms will require attachments. Such attachments should be clearly marked as follows :

Attachment 1 to Form I, Attachment 2 to Form I, etc.

2(d). Evaluation of Applications for Prequalification

2(d).1 The Tender Board will determine the eligibility of each applicant to participate in this project.

2(d).2 The group factors : experience, financial capacity and technical capability (inclusive of equipment and staff to be made available for the contract) of each applicant will be compared with a predetermined set of minimum values. In order to be pre-qualified, the applicant must attain at least the minimum value for each group factor.

2(d).3 An applicant's financial capacity will be judged on the basis of his net worth, working capital and the value of the unfinished portion of his current contracts. If an applicant feels that his financial capacity may be insufficient he may include with his application a letter of guarantee issued by a recognized bank acceptable to NWSDB to supplement his application. This letter of guarantee should be addressed to the NWSDB and should guarantee that in case the contract will be awarded to the applicant, the applicant will be provided with a revolving line of credit for an amount of not less than one third of the total contract value. Such revolving line of credit should be maintained until the works are taken over by the NWSDB.

2(d).4 The decision of the Tender Board to accept or reject any application for prequalification will be final and binding.

2(e) Scoring System for Prequalification

2(e).1 Size of Contract : SLRs.

2(e).2 Because of the nature of the works, experience is given the greater weight than other main factors. The total score is fixed at 100 points and allocation of points to each main factor and minimum score required for prequalification is fixed as follows:

Main Factor	Maximum Score	Minimum Score
Financial condition	30	15
Technical Qualification	30	15
Experience	40	20
Total	100	55

2(e).3 Minimum Scores

The minimum score needed by an applicant to be considered for qualification is 55.

FORM I

Page 1 of Form I

Letter of Application

Date:

To: Deputy General manager (Greater Colombo),
National Water Supply & Drainage Board,
Welikada Plaza
Rajagiriya.

Sirs,

1. Being duly authorized to represent and act on behalf of
.....(hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby applies to be prequalified by yourselves as a bidder for the following contract under the Project for Reduction of Non-Revenue Water – JBIC Loan Agreement No: SL- P 66

Contract No :

Contract for Low Income Settlement Environmental Improvement

2. Attached to this letter are copies of original documents defining:
 - (i) the Applicant's legal status;
 - (ii) the principal place of business; and
 - (iii) 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 firms).
3. 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 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 requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information:

<i>General and managerial inquiries</i>	
Contact Person	Telephone No
<i>Personnel inquiries</i>	
Contact Person	Telephone No
<i>Technical inquiries</i>	
Contact Person	Telephone No
<i>Financial inquiries</i>	
Contact Person	Telephone No

5. This application is made in the full understanding that:

- (i) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
- (ii) your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will be called only from prequalified bidders that meet the revised requirements; and
 - reject or accept any application, cancel the prequalification process, and reject all applications; and
- (iii) your Agency will not be liable for any such actions and will be under no obligation to inform the Applicant of the grounds for them.

FORM II

Page 1 of Form II

General Information

All individual firms applying for prequalification are requested to complete the information in this form. Nationality information should be provided for all owners or applicants or individually owned firms.

1.	Name of firm	
2.	Head office address	
3.	Sub office address (if any)	
4.	Telephone	Contact
5.	Facsimile	E-mail
6.	Place of incorporation / registration	Year of incorporation / registration
7.	Main lines of business	
	1.	Since:
	2.	Since:
	3.	Since:
	4.	Since:

FORM III

Page 1 of Form III

Annual Turnover Data

Name of Applicant

All firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant, in terms of the amounts billed to clients for each year for work in progress or completed, at the end of the period reported.

Applicants should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.

<i>Annual turnover data (construction only) for the last three years</i>	
<i>Year</i>	<i>Turnover</i>
1. 1998	
2. 1999	
3. 2000	

FORM IV

Summary of Current Contract Commitments/Works in Progress

Name of Applicant

Applicants 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 a full completion certificate has yet to be issued.

<i>Name of contract</i>	<i>Value of outstanding work</i>	<i>Estimated completion date</i>
1.		
2.		
3.		
4.		
5.		
6.		

FORM V

Page 1 of Form V

Financial Data

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the requirements for prequalification. If necessary, use separate sheets to provide complete banker information. A copy each of the audited balance sheet for the last three years should be attached.

<i>Banker</i>	Name of banker		
	Address of banker		
	Telephone	Contact name and title	
	Facsimile	E-mail	

Summarize actual assets and liabilities for the previous three years.

Financial information	Previous three years		
	1998	1999	2000
<i>1. Total assets</i>			
<i>2. Current assets</i>			
<i>3. Total liabilities</i>			
<i>4. Current liabilities</i>			
<i>5. Profits before taxes</i>			
<i>6. Profits after taxes</i>			

Specify proposed sources of credit line to meet the cash flow demands of the Project.

<i>Source of credit line</i>	<i>Amount</i>
1.	
2.	
3.	
4.	

Attach audited financial statements for the last three years

Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant.

FORM VI

Page 1 of Form VI

Experience in Contracts of Similar Works

Name of Applicant

Use a separate sheet for each contract. Reference for satisfactory completion, if available, should be attached.

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) Sole contractor Subcontractor Partner in a joint venture	
6.	Value of the total contract (in specified currencies at completion, or at date of award for current contracts) Currency	
7.	Equivalent value US\$	
8.	Date of award	
9.	Date of completion	
10.	Contract duration ___ years ___ months	
11.	Specified requirements ¹	

¹ Insert any specific criteria required for particular operations, such as annual volume of earthmoving, underground excavation, pipe laying or placing concrete.

FORM VII

Page 1 of Form VII

Personnel/Staff Proposed for the Project

Name of Applicant

For specific positions essential to contract 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 in separate sheets using one Form VIII for each candidate.

1.	Title of position
	Name of candidate
2.	Title of position
	Name of candidate
3.	Title of position
	Name of candidate
4.	Title of position
	Name of candidate

FORM VIII

Experience Summary of Key Personnel for the Project

Name of Applicant

Position	Candidate	
<i>Candidate information</i>	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
<i>Present employment</i>	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Facsimile	E-mail
	Job title of candidate	Years with present employer

Summarize professional experience over the last 5 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

<i>From</i>	<i>To</i>	<i>Company / Project / Position / Relevant technical and management experience</i>

FORM IX

Page 1 of Form IX

Equipment Proposed for the Project

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for each and all items of equipment listed. A separate Form IX will be prepared for each item of equipment proposed by the Applicant. For each item of equipment, the applicant should attach a copy of ownership certificate or lease agreement.

Item of equipment							
<i>Equipment information</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">1. Name of manufacturer</td> <td style="width: 50%; padding: 5px;">2. Model and power rating</td> </tr> <tr> <td style="padding: 5px;">3. Capacity</td> <td style="padding: 5px;">4. Year of manufacture</td> </tr> </table>	1. Name of manufacturer	2. Model and power rating	3. Capacity	4. Year of manufacture		
1. Name of manufacturer	2. Model and power rating						
3. Capacity	4. Year of manufacture						
<i>Current status</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; padding: 5px;">5. Current location</td> </tr> <tr> <td style="padding: 5px;">6. Details of current commitments</td> </tr> </table>	5. Current location	6. Details of current commitments				
5. Current location							
6. Details of current commitments							
<i>Source</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">7. Indicate source of the equipment</td> <td style="width: 20%; padding: 5px; text-align: center;">Owned</td> <td style="width: 20%; padding: 5px; text-align: center;">Rented</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px; text-align: center;">Leased</td> <td style="padding: 5px;"></td> </tr> </table>	7. Indicate source of the equipment	Owned	Rented		Leased	
7. Indicate source of the equipment	Owned	Rented					
	Leased						

Omit the following information for equipment owned by the Applicant .

<i>Owner</i>	8. Name of owner				
<i>Owner</i>	9. Address of owner				
<i>Owner</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Telephone</td> <td style="width: 50%; padding: 5px;">Contact name and title</td> </tr> <tr> <td style="padding: 5px;">Facsimile</td> <td style="padding: 5px;">E-mail</td> </tr> </table>	Telephone	Contact name and title	Facsimile	E-mail
Telephone	Contact name and title				
Facsimile	E-mail				
<i>Agreements</i>	Details of rental / lease / manufacture agreements specific to the Project				

FORM X

Page 1 of Form X

Proposed Site Organization

Name of Applicant

A. Preliminary Site Organization

B. Narrative Description of Site Organization

FORM XI

Additional Information

Name of Applicant

1. Please describe: Company's history of litigation or arbitration from contracts executed in the last three years or currently under execution. Please indicate for each case the year, name of employer, cause of litigation, matter in dispute, disputed amount, and whether the award was for or against company.

2. Please add any further information that you consider to be relevant to the evaluation of your application for prequalification. If you wish to attach other documents, please list below.

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