

INSTRUCTION TO APPLICANTS FOR PRE-QUALIFICATION

A. GENERAL

1. The notice of Pre-qualification and the pre-qualification documents **shall not** form part of any contract which may be subsequently entered by the Majlis Bandaraya Subang Jaya.
2. Joint ventures (if any) which have been successfully pre-qualified shall submit their Joint Venture Agreement before the submission of the tenders. There shall be a term in the joint Venture Agreement which states that all partners to the joint venture shall be liable jointly and severally.

B. PRE- QUALIFICATION QUESTIONNAIRE

1. The pre-qualification questionnaire contains ten (10) forms as follows:-

BORANG A	:	SURAT PENGAKUAN KEBENARAN MAKLUMAT DAN KESAHIHAN DOKUMEN YANG DIKEMUKAKAN OLEH PETENDER
BORANG A1	:	LETTER APPLICATION OF JOINT VENTURE (JIKA BERKENAAN)
BORANG B	:	MAKLUMAT AM DAN LATAR BELAKANG PETENDER
BORANG C	:	DATA KEWANGAN
BORANG CA	:	LAPORAN BANK/ INSTITUSI MENGENAI KEMUDAHAN KREDIT
BORANG D	:	REKOD PENGALAMAN KERJA
BORANG G	:	SENARAI KERJA KONTRAK SEMASA
BORANG GA	:	LAPORAN PENYELIA PROJEK ATAS PRESTASI KERJA SEMASA PETENDER (BUKAN PROJEK MBSJ)
BORANG GA1	:	LAPORAN JURUTERA PROJEK ATAS PRESTASI KERJA SEMASA PETENDER

2. Each partner to a joint venture must complete a separate full set of forms, except Form A. Form A shall be signed by each partner of the joint venture.
3. If necessary, 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 B page 1; Form B page 2; Form B page 3; etc.
4. Some of the forms will require attachments. Such attachments shall be clearly marked as follows; attachment 1 to Form B, Attachment 2 to Form B.

C. COMPLETION AND SUBMISSION OF APPLICATIONS FOR PRE-QUALIFICATION

1. Application for pre-qualification shall be submitted on or before 12.00 noon on the date of closing, to

**Jabatan Kontrak dan Ukur Bahan,
Aras 3, Majlis Bandaraya Subang Jaya,
Persiaran Perpaduan, USJ 5,
47610 Subang Jaya,
Selangor Darul Ehsan.**

Documents which are received late shall be liable to rejection.

2. Applications shall be submitted in sealed packages. The packages shall be marked as follows:

**PRA-KELAYAKAN UNTUK CADANGAN KERJA-KERJA PEMBAIKAN TEMBOK
LONGKANG UTAMA DI JALAN LP 1A/2, LESTARI PERDANA, TAMAN
EQUINE, SELANGOR DARUL EHSAN.**

The name and mailing address of the applicants shall also be indicated on the packages, so that late submissions may be returned unopened.

3. All information requested shall be provided in Bahasa Malaysia or English. Failure to do so will disqualify the pre-qualification application.
4. The application shall be made by completing and submitting the following:
 - i) Letter of Application : Form A
 - ii) Letter of Application for Joint Venture : Form A1 (if applicable)
 - iii) Pre-qualification Questionnaire : Form B - GA1

Answers must be given lucidly and accurately to all questions in the questionnaires, if necessary, additional sheets may be attached. Each additional sheet shall be duly signed by the applicant or such persons duly authorized to sign on behalf of the applicant.

5. The following documents shall also be submitted together with the application.
- i) Audited Company's Account that has Original Certified true copies by the Qualified Auditors for the last three (3) financial years from the closing year of pre-qualification or if not the last three (3) financial years a year before the pre-qualification closing year. Company's Account for the year prior to the said period and/or which is not audited and certified by Qualified Auditors if not acceptable. **AND/OR**;
 - ii) Copies of monthly bank statement for the last three (3) months before closing date of pre-qualification which has certified by the authorized bank officer AND Original bank report on Form CA. Tender that is not include monthly bank statement which has certified by the authorized bank officer as stated in Form CA is not acceptable. **AND/OR**;
 - iii) Sealed Confidential Report/Statement from Bank/Financial Institution regarding applicant's financial standing on Form CA or other equivalent document indicating net credit facilities available for use by the applicant for the project.
 - iv) Submission of original Project Supervisor Report (Form GA/GA1) on the current performance for each current project listed in Form G in the sealed envelope.
 - v) Copies of Letter Acceptance (LA) and Certificate of Practical Completion (CPC) / projects listed in Form D.
 - vi) Copy of Perakuan Pendaftaran Kontraktor (PPK) and Sijil Perolehan Kerja Kerajaan (SPKK) issued by Construction Industry Development Board (CIDB).
 - vii) A local company that is 100 % owned by local citizens.
 - viii) Copy of Sijil Pendaftaran issued by Unit Perancang Ekonomi Negeri (UPEN) Selangor.

Applicants who fail to submit documents (i) and/or (ii) and/or (iii) as stated in para 5 shall be disqualified and shall not be given further consideration.

6. For application of applicants who fail to submit any or part of documents (iv), (v), (vi), (vii), and (viii) and fail to submit sufficient document to enable proper checking, the information/data contained in the relevant questionnaire forms shall be treated as invalid and shall not be considered for the evaluation of applicant's capacity, unless the information gives a negative effect to the applicant's capacity. This means that such criteria which are dependent on the information data shall not be given any marks or given a negative value or considered nil for values depending on the documents.

Any amount (bank statement, credit facilities and fixed deposit) that cannot be verified with the given name of authorized bank/institutions officer will not be taken into account for the tender evaluation.

7. Application submitted by a joint venture must comply with the following requirements:
 - i) Each partner of the joint venture must submit the documents as listed in Para 5 above.
 - ii) Submit a conformation that if after pre-qualification the applicant when submitting a bid shall submit a joint venture agreement providing the joint and several liability of all partners in respect to the contract.
 - iii) Description of the proposed participation and responsibilities of partner including stating the equity for each partner of which one partner has a majority equity over the other; and
 - iv) A statement of proposed capital contribution of each partner and the sharing out of profits and losses among the parties.
8. The application for pre-qualification shall be signed by the applicant or such person or persons duly authorized to sign on behalf of the applicant.
9. All documents submitted by the applicants shall be treated as confidential and will not be returned.
10. MBSJ will inform all applicants of the result of their application. The Government reserves the right to reject or accept any application and to annul the pre-qualification process and reject all applications, without thereby incurring and liability or any obligation to inform the applicants of the grounds for the action of the MBSJ.

D. EVALUATION OF APPLICATIONS FOR PRE-QUALIFICATION

1. Each Factor Group weighted marks i.e. financial capacity and technical capacity, and the total weighted marks obtained by each applicant will be compared with predetermined set of minimum qualifying marks. In order to be prequalified the applicant must attain not less than the minimum qualifying marks for each Factor Group and the minimum qualifying Total marks.
2. For joint venture applicants, the combined Factor Group weighted marks and the combined Total Weighted marks of all partners will be compared with the predetermined set of minimum qualifying marks. In order to be prequalified the joint venture must attain not less than the minimum qualifying marks for each Factor Group and the minimum qualifying Total marks for both Factor Group.
3. An applicant's financial capacity will be judged on the basis of his working capital and current credit facilities.
4. In case discrepancies are found in the information submitted, the application shall be considered unsatisfactory and the applicant may be disqualified unless such discrepancies have been satisfactorily explained or resolved within such time as may be specified by the MBSJ.

MBSJ will not enter into any correspondence with applicants except to seek clarification when necessary.

5. If an applicant is found to have submitted false information, his application shall be automatically disqualified.
6. The decision of the MBSJ to accept or reject any application for pre-qualification will be final.