Form C: Pre-Qualification Questionnaire

|  |
| --- |
| **Sections** |
| 1. Company Description |
| 1. Minimum Eligibility |
| 1. Financial Status |
| 1. Legal Information |
| 1. Background Experience |
| 1. Quality Assurance |
| 1. Acknowledgement |

**Section 1:** **Company Description (****all fields are** **mandatory)**

| **Item** | **Information** |
| --- | --- |
| Name of Company/Firm |  |
| State the current structure of the applicant’s  organisation   * Individual company/firm * JV * Consortium |  |
| If the applicant is part of a JV/Consortium, state whether the applicant is the lead member of the JV/Consortium |  |
| If the applicant is part of a JV/Consortium, please provide details of all other companies/firms in the JV/Consortium. |  |
| Company/firm’s registered name (based on certificate of incorporation/registration) |  |
| Registered address of company/firm |  |
| Principal place of business of company/firm |  |
| Name and address of parent company, if any |  |
| Names of directors of company |  |
| Names of the substantial shareholders of company/JV and Consortium and the country of origin if applicable |  |
| Names of owners and managers of firm, where applicant is not a company |  |
| Name of branch / representative office in Brunei  Darussalam |  |
| Name of contact person - Point Of Contact (“POC”) |  |
| POC designation |  |
| Address, telephone and facsimile number,  email address of the POC |  |
| Website (if any) of company/firm |  |
| Total number of Employees |  |

**Section 2: Minimum Eligibility**

Please fill up the following table and tick Yes or No and comments. If “Yes”, please provide details with supporting documents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Content** | **Yes** | **No** | **Comments** |
| 1 | Has the company/firm/ entity been bankrupt or wound up, had its affairs administered by the court, entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings under national laws or regulations in the past 5 years? |  |  |  |
| 2 | Has the company/firm/ entity been blacklisted by any government and/or public sector organisation in the past 5 years? |  |  |  |
| 3 | Has the company/firm / entity abandoned any projects or failed to complete contract work) in the past 5 years? |  |  |  |
| 4 | Has the company/firm / entity been involved in litigation in the past 10 years? |  |  | If Yes, please fill out Section 4 |

**Section 3: Financial Status (all fields are mandatory)**

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK DETAILS** | | | |
| Name of Bank which can provide a financial reference |  | | |
| Address of Bank |  | | |
| Name & Designation of Contact Person |  | | |
| Contact Details |  | | |
| **ANNUAL TURNOVER OF ORGANISATION – as expressed in Brunei dollars. State local currency and exchange rate used** | | | |
|  |  | **JV** | |
| Year by year turnover and return on sales of  company/firm for  previous 5 financial years | **Individual**  **Applicant** | **Lead company** | **JV or Consortium Partners** |
| ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) |
| ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) |
| ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) |
| ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) |
| ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) | ………….. Millions (B$)  ………….. …………(%) |
| Annual returns including auditors’ report and audited financial statements for the past 5 years (Please provide as an attachment which is binding) |  |  |  |

**Section 4: Legal Information (please complete if you answered “Yes” to Q.5 in Section 2)**

|  |  |
| --- | --- |
|  | **Content** |
| 1 | Has the Company been involved in any civil and/or criminal litigation in the past 10 years?  Yes  No  If yes, please answer the following items for each case.  Details attached |
| Concerned business activity: |
| Identity of the adverse(s) party(ies): |
| Position of the company (plaintiff/defendant): |
| Subject of the litigation: |
| Amount requested: |
| Tribunal/court with jurisdiction: |
| Stage of the litigation/arbitration: |
| Amount of provisions, if any, in the Company’s accounts: |
| Risk assessment: |
| 2 | Has the Company ever had any related contract(s) terminated for default at any time?  Yes  No  If yes, please provide details.  Details attached |
| 3 | Has the Company been blacklisted in any country for the past 5 years?  Yes  No  If yes, please answer the following items for each blacklisting.  Details attached |
| List the countries: |
| Reason for the blacklisting: |

**Section 5: Background Experience**

|  |  |
| --- | --- |
|  | **Content** |
| 1 | Based on your experience, please outline how your technical and commercial approaches will ensure successful fulfilment of your proposed solution / project. Please provide examples to support your response (a maximum of 500 words). |
| 2 | Please provide details of at any prior projects related to the project you are currently applying for (maximum 5 of the most relevant) in the format given below. Use additional pages if necessary but your narrative should be limited to half a page of A4 (Font Arial 10) per project. |

|  |  |
| --- | --- |
| Project name: | The amount in Brunei dollars:  Please state local currency and exchange rate used. |
| Country or location: | Project duration (in months): |
| Customer name (if applicable): | No. of key personnel involved in the project: |
| Customer Contact Details / References / Referee (if applicable): | Type of Contract (if applicable): |
| Customer current address (if applicable): | Describe the scope of work/services undertaken by your company/firm/entity relating to the project: |
| Start date (month/year): | Completion date (month/year): |
| Partner’s or consultant’s name (if applicable): | Duration for which partner / consultant was involved in the project (if applicable): |
| Project description and outcomes (max 500 words): | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Innovation Track Records** | | | |
| **Type of Creation/Products** | **Name/Title** | **Year of Project Completion** | **Commercialised? (Y/N). if yes, please specify the year and revenue to date** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intellectual Property filed/ registered Company (i.e patents, industrial designs, trade/ service marks)** | | | | |
| **IP Name/ Type** | **Country** | **Year of Filing** | **Registered or Pending registration** | **Reg. No (If registered)** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Copyright** *Where a statutory declaration has been affirmed to evidence the Company’s ownership of copyright over any creations/ works/ products, please provide details as follows:* | |
| **Description/Title** | **Date of Statutory Declaration** |
|  |  |
|  |  |

**Section 6: Quality Assurance**

|  |  |
| --- | --- |
|  | **Content** |
| 1 | Please provide details of any Quality Assurance systems operated by the Company, both internally and externally through the supply chain.  Details attached |
| 2 | Does the Company hold any third-party accreditation such as ISO 9001 or equivalent?  Yes  No  If yes, please provide details, including a copy of any appropriate certificates.  Details attached |
| 3 | (If the answer is “no” to the previous question)  What procedures are in place for identifying and recording non-compliant work (in terms of quality) and for subsequently implementing corrective and preventive actions? |
| 4 | Did your Quality Accreditation status change over the past 3 years?  Yes  No  If yes, please explain why.  Details attached |

**Section 7: Acknowledgment**

On behalf of [*name of company/firm/entity]*, I confirm that the information set out in the Pre-Qualification Questionnaire responses are true, complete, accurate and not misleading in any respect.

Signed:

Name:

Designation:

Name of Company/Firm/Entity: