

Section 4: Application Forms

Table of Contents

Application Submission Sheet	2
Form ELI – 1: Applicant Information Sheet	3
Form ELI – 2: Joint Venture Information Sheet	4
Form CON – 1: Historical Contract Nonperformance	5
Form FIN – 1: Historical Financial Performance.....	7
Form FIN – 2: Average Annual Turnover	9
Form FIN – 3: Capacity to Raise Finance.....	10
Form EXP – 1: Contract of Similar Nature	11
Form EXP – 2: Contract of Similar Size	12

Application Submission Sheet

Date:

Contract Reference No: PPCA/MSW/01-03

To: The Phnom Penh Capital Administration
Phnom Penh Capital Hall
#69 Preach Monivong Blvd.
Daun Penh District
Phnom Penh, Cambodia

We, the undersigned, apply to be prequalified for the referenced Contracts and declare the following:

- (a) We have examined and have no reservations to the Prequalification Document, including addenda, issued in accordance with ITA 7.
- (b) We do not have any conflict of interest in accordance with ITA 4.2.
- (c) Our firm or Joint Venture partners are not temporarily suspended, debarred, declared ineligible, or blacklisted by the Royal Government of Cambodia.
- (d) Our application is for prequalification of all the three Contracts (if not, then specify the contract reference number for which you do not wish to be considered)
- (e) We understand that it is our obligation to notify the Phnom Penh Capital Administration should our firm, Joint Venture partners, including any Subcontractors, be temporarily suspended, debarred or become ineligible to work with Phnom Penh Capital Administration, the Royal Government of Cambodia, or any of our key officers and directors be charged or convicted of any criminal offense or infractions and/or violations of ordinance which carry the penalty of imprisonment.
- (f) Our firm, Joint Venture partners, including any Subcontractors, are not from a country which is prohibited to export goods to or receive any payments from the Royal Government of Cambodia by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.
- (g) We understand that you may cancel the prequalification process at any time and that you are not bound either to accept any Application that you may receive or to invite the prequalified Applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants, in accordance with ITA 25.
- (h) We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Application for prequalification, or the Bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with the guidelines of the Royal Government of Cambodia.

Name: *[insert complete name of the person signing the application]*

In the capacity of: *[insert legal capacity of the person signing the application]*

Signed: *[insert signature of the person whose name and capacity are shown above]*

Duly authorized to sign the Application for and on behalf of: *[insert complete name of the applicant]*

Date: *[insert date of signing]*

Form ELI – 1: Applicant Information Sheet

Date:
 Contact Reference: PPCA/PPMSWM/
 01-03
 Page.....ofpages

Applicant Information	
Applicant's legal name	
In case of a Joint Venture (JV), legal name of each partner	
Applicant's country of constitution	
Applicant's year of constitution	
Applicant's legal address in country of constitution	
Applicant's authorized representative (name, address, telephone number(s), fax number(s), e-mail address)	
<p>Attached are copies of the following documents:</p> <ol style="list-style-type: none"> 1. In case of a single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITA 4.1. 2. Authorization to represent the firm or Joint Venture named above, in accordance with ITA 14.4. 3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITA 4.1. 	

Each member of the Joint Venture must fill out this form separately.

Joint Venture Information	
Applicant’s legal name	
Joint Venture Partner’s legal name	
Joint Venture Partner’s country of constitution	
Joint Venture Partner’s year of constitution	
Joint Venture Partner’s legal address in country of constitution	
Joint Venture Partner’s Authorized representative information (name, address, telephone number(s), fax number(s), e-mail address)	
Attached are copies of the following documents: <ol style="list-style-type: none"> 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITA 4.1. 2. Authorization to represent the firm named above, in accordance with ITA 14.4. 	

Form CON – 1: Historical Contract Nonperformance

Date:
 Contract Reference.: PPCA/PPMSWM/
 01-3
 Page.....ofpages

Each Applicant must fill out this form in accordance with Criteria 2.1 and 2.2 of Section 3 (Qualification Criteria) to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner’s name:

Joint Venture Partner: _____

Table 1: History of Nonperforming Contracts			
Choose one of the following:			
<input type="checkbox"/> No nonperforming contracts.			
<input type="checkbox"/> Below is a description of nonperforming contracts involving the Applicant (or each Joint Venture member if Applicant is a Joint Venture).			
Year	Description	Amount of Nonperformed Portion of Contract (\$ Equivalent)	Total Contract Amount (\$ Equivalent)
[insert year]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Owner: [insert full name] Address of Owner: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]	[insert amount]

Table 2: Pending Litigation and Arbitration

Choose one of the following:

- No pending litigation and arbitration.
- Below is a description of all pending litigation and arbitration involving the Applicant (or each Joint Venture member if Applicant is a Joint Venture).

Year	Matter in Dispute	Value of Pending Claim (\$ Equivalent)	Value of Pending Claim as a Percentage of Net Worth
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter of Dispute: <i>[indicate full description of dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Status: <i>[indicate status of dispute]</i>	<i>[insert amount]</i>	<i>[insert amount]</i>

Form FIN – 1: Historical Financial Performance

Date:

Contract Reference.: PPCA/PPMSWM/ 01-03

Page.....ofpages

Each Applicant must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner’s name:

Joint Venture Partner: _____

Information from Balance Sheet

Financial Data for Previous 3 Years [\$ Equivalent]			
	Year 1:	Year 2:	Year 3:
Total Assets (TA)			
Total Liabilities (TL)			
Net Worth = TA – TL			

Financial Data for Previous 3 Years			
Total Liabilities (TL)			
Total Shareholding (TS)			
Debt / Equity Ratio = TL / TS			

Financial Data for Previous 3 Years			
Current Assets (CA*)			
Current Liabilities (CL)			
Quick Ratio = CA / CL			

- except inventory and prepaid expenses

- Attached are copies of financial statements (balance sheets including all related notes) for the last 3 years, complying with the following conditions:
 - Unless otherwise required by Section 3 (Qualification Criteria), all such documents must reflect the financial situation of the legal entity or entities comprising the Applicant and not the Applicant's parent companies, subsidiaries, or affiliates.
 - Historical financial statements must be audited by a certified accountant.
 - Historical financial statements must be complete, including all notes to the financial statements.
 - Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be accepted).

Form FIN – 2: Average Annual Turnover

Date:
 Contract Reference.: PPCA/PPMSWM/ 01-
 03
 Page.....ofpages

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, converted to US dollars at the rate of exchange at the end of the period reported.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner’s name:

Joint Venture Partner: _____

Information from Income Statement

Annual Turnover Data for the Last 3 Years ^a			
Year	Amount Currency	Exchange Rate	\$ Equivalent

Attached are copies of financial statements (income statement including all related notes) for the last 3 years, complying with the following conditions:

- Unless otherwise required by Section 3 (Qualification Criteria), all such documents must reflect the financial situation of the legal entity or entities comprising the Applicant and not the Applicant’s parent companies, subsidiaries, or affiliates.
- Historical financial statements must be audited by a certified accountant.
- Historical financial statements must be complete, including all notes to the financial statements.
- Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be accepted).

Form FIN – 3: Capacity to Raise Finance

Date:
 Contract Reference.: PPCA/PPMSWM/ 01-
 03
 Page.....ofpages

Each Applicant must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: _____

Name of Bank	Nature of Facility / Source of Finance	\$ Equivalent

Letter of testimonial from a domestic universal/commercial bank or an international bank with a subsidiary/branch in Phnom Penh or any international bank recognized by the National Bank of Cambodia.

Form EXP – 1: Contract of Similar Nature

Date:
 Contract Reference.: PPCA/PPMSWM/ 01-03
 Page.....ofpages

Each Applicant must fill out this form.

In case of a Joint Venture, the Lead Joint Venture Partner must fill out this form separately and provide the Lead Joint Venture Partner's name:

Lead Joint Venture Partner: _____

Experience in collection and transportation of Municipal Solid Waste for at least 3 years in the last 5 years		
Number of Years of experience in collection and transportation of municipal solid waste.	Statement of justification of Applicant that demonstrate similarity of Contract	Evidence supporting number of years of Experience in Collection and Transportation of Solid Waste
Description of Similarity in Nature to be in accordance with Criterion 4.1(a) of Section 3 (Qualification Criteria)		
<p>NOTE: Applicant to provide evidence of contracts to justify meeting minimum experience criteria as given in Criteria 4.1 (a) of Section 3: Qualification Criteria</p>		

Form EXP – 2: Contract of Similar Size

Date:
 Contract Reference.: PPCA/PPMSWM/ 01-03
 Page.....ofpages

Each Applicant must fill out this form.

In case of a Joint Venture, the Lead Joint Venture Partner must fill out this form separately and provide the Lead Joint Venture Partner's name:

Lead Joint Venture Partner: _____

Contract of Similar Size	
Contracting Institution	Contract Identification
Award Date	Completion Date
Role in Contract	
Tonnage of waste collected and transported	
Total Contract Amount	\$
Name of Contracting Institution Address Telephone number E-mail	
Description of Similarity in Size to be in accordance with Criterion 4.1(b) of Section 3 (Qualification Criteria)	
<p>NOTE: Applicant to provide evidence of contracts to justify meeting minimum experience criteria as given in Criteria 4.1 (b) of Section 3: Qualification Criteria</p>	