

Pre-Qualification Information for Registration for

Upolu Drainage Routine Maintenance Works: LTA-DRM/2022-2023

Number of Drainage Routine Maintenance Contracts: 8

Notes on Pre-Qualification Information

The information to be filled in by Contractors in the following pages will be used for purposes of pre-qualification and registration. This information will not be incorporated in Contract Documents. Attach additional pages as necessary. All information shall be in English.

1. COMPANY PROFILE

1.1 Provide details for the following:

(i) Name of Firm

(As registered with MOR): _____

(ii) Head Office Address: _____

(iii) Contact Person: _____

(iv) Telephone Office: _____ Mobile: _____ Fax: _____

(v) Email Address: _____

(vi) Place of Business registration: _____

(vii) Year of business registration (**with LTA**): _____

1.2 Submit certified copy of Certificate of Incorporation for your company.

1.3 Submit a copy of your company's current Business License from MOR with relevant activity specifications for the proposed works, namely **Site Preparation**.

2. COMPANY PERSONNEL

2.1 Provide an organizational chart of your company's personnel.

2.2 Provide **Name, Qualifications, Curriculum Vitae** and **Work Experience** of the following key personnel of company including their **Curriculum Vitae**.

(i) Company Director (s)

(ii) Project Engineer

(iii) Supervisor or Forman on Site

(iv) Labourers. Minimum number is eight (8).

3. WORK EXPERIENCE

3.1 State works performed as prime Contractor over the last three (3) years, including works with other agencies (if any). If you are a new company, state "New Company".

Name of client and contact person	Year & Duration of Contract	Description of Work Performed	Total Value of contract SAT\$	Actual Contract Amount Paid by Client (\$)
TOTAL			*3.1(i)	*3.1(ii)

3.2 Provide history of company's litigation, if any. State "**No Litigation**" if this requirement does not apply to your company.

Year	Award For or Against Applicant	Name of Employer, Cause of Litigation, Matter of Dispute	Disputed Amount \$ tala

4. PLANTS/EQUIPMENTS

4.1 Complete the table below with the required information. Your registration will strictly unsuccessful if you not meet the minimum machines requirement state on the list.

4.2 Attach letter of hire confirmation if machines are to be hired from other companies.

4.3 Machinery and vehicles must be registered under the Ministry of Police Vehicle Licensing system and must hold valid registration licenses.

Item	Equipment / Tools	Minimum Number Required	Required to Own or Hire	Plate Number
1	Excavator 10 (tonnes)	1	Own or Hire	
2	Excavator 2-4 (tonnes)	1	Own	
3	Tip truck (6 wheeler)	1	Own	
4	Dyna truck (6 wheeler)	1	Own	
5	Weed Eaters	6	Own (6)	N/A
6	Traffic Signs & Tools			
(i)	Cones	20	Own	N/A
(ii)	"Men at Work" signs	4	Own	N/A
(iii)	"Works Ahead" Works End signs	4	Own	N/A
(iv)	Safety Vests, Boots,	8	Own	N/A
(v)	Hand Tools – Picks, Shovels, Crowbar, Chainsaw, Hazard tapes		Own	N/A
(vi)	Siren Light/Revolving Light	2	Own	N/A
(vii)	Compressor	1	Own/Hire	N/A
(vii)	Water Pump	1	Own/Hire	N/A

5. FINANCIAL CAPACITY

- 5.1 Provide **audited financial reports** for the last three (3) financial years (2018-2021): balance sheets, profit and loss statements, auditors’ reports, etc. List below and attach copies.
- 5.2 Provide evidence of access to financial resources to meet the qualification requirements: cash on hand and/or lines of credit and attach copies of support documents. Minimum amount is **\$80,000.00**. Information provided must be on the bank's letterhead and signed by Manager or higher position.
- 5.3 Provide details of company’s banks that may provide references and that the Authority can seek clarification from if needed.

Bank	Address	Contact Person	Phone	Email

- 5.4 Provide authorization letter for Authority to seek company’s information from bank if such information needs clarification.

6. ADDITIONAL REQUIREMENTS

- 6.1 Applicant should provide any additional information considered appropriate to their Registration and Grading.
- 6.2 Registration Fee**
If your application for LTA Ref No: L.T.A-DRM/2022-2023 is successful, your company shall pay the annual registration fee of **\$2000.00**.
- 6.3 Terminated Drainage Routine Maintenance Contractors in the Financial Year 2020/2021 are **not eligible to register.**

Statement of Policy for Road Reserve

LTA recognises that road corridors are often the only significant communication links between areas or regions. The Authority under the *Land Transport Act 2007* has the power to approve installations within the road reserve subject to LTA’s terms and conditions. Avoiding conflict between transport and other infrastructure and associated costly relocations, in both the short and long term, to minimise total costs to the community is a prime objective. Early contact with the Authority is required to enable assessment of solution options.

To achieve this, LTA has a Road Reserve Permit System in place whereby any construction works within the Road Reserve will need to apply for a Permit. Works shall not commence until a permit is issued and appropriate fees are paid, and shall be carried out in compliance with all Acts, Regulations and Permit Conditions.