

Pre-Qualification Information for Registration for

Road Routine Maintenance Works: LTA-RM/2022-2023

Number of Road Routine Maintenance Contracts: UPOLU – 10 & SAVAII – 8

Notes on Form of 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 INFORMATION

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: _____

Note: Companies registered in Upolu or Savaii can only bid for Upolu or Savaii works respectively.

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

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

1.3 Submit a copy of your company's current Business License form MOR with relevant activity specifications for the proposed works, namely **Construction of Roads** or **Construction of Civil Engineering Projects** or **Construction of Utility Projects**.

2. COMPANY PERSONNEL

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

2.2 Provide **Qualifications** and **Work experience** of the following key personnel of company including their **Curriculum Vitae**. Details of training attendance eg: Contract Management, Environmental, Traffic Management workshop.

- (i) Company Director (s)
- (ii) Project Manager
- (iii) Foreman/Supervisor on Site
- (iv) Laborer's: Minimum number of labourers is twelve (12) 3 teams of four.
- (v) Civil Engineer. The Civil Engineer (CE) must be a registered member of IPES. The CE can only represent a maximum of one (1) contractor; in either Upolu or Savaii. The CE can only represent two companies IF both companies are registered in Upolu AND Savaii respectively.

2.3 Provide a letter of statement from the Civil Engineer of his/her *Commitment* and *Liability* to the company, using the template attached.

2.4 In the event the **Civil Engineer** no longer represents the company, the company shall notify the Client immediately, and re-submit the new Civil Engineer's credentials including qualifications and experience as stated in Clause 2.2 within one (1) month from date of previous Engineer's resignation.

3. WORK EXPERIENCE

3.1 State road routine maintenance works performed as a 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 of Contract	Duration of Contract (Start and End Date)	Total Value of contract SATS	Actual Contract Amount Paid by Client (\$)	Description of Works
TOTAL					

Note: Additional information with regards to 3.1 can be attached as a separate sheet and must be in the format as tabled above.

3.2 Provide history of company's litigation, if any. State **"No Litigation"** in application 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/EQUIPMENT

4.1 Complete table below with the required information. Your registration will be strictly unsuccessful if it does not meet the minimum machines requirements stated on the list.

4.2 Attach hire confirmation letter 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	Minimum No. Required	Required to Own/Hire	Plate Number	Expiry Date
1	Grader	1	Own		
2	Plate Compactors Machine	2	Own	N/A	
3	Vibrating Roller (3 tonnes)	1	Own		
4	Vibrating Roller (6 tonnes)	1	Own		
5	Excavator (10 tonnes)	1	Own		
6	Excavator (6 tonnes)	1	Own		
7	Loader	1	Own		
8	10 Wheeler Tip Truck	1	Own		
9	6 Wheeler Tip Trucks	2	Own		
10	6 Wheeler Flat Deck Trucks	1	Own		
11	Light Truck /Land cruiser /4WD Pickup	1	Own		
12	Bitumen Truck	1	Own/Hire		
13	Chip Spreaders Truck	1	Own/Hire		
14	Broom Tractor	1	Own/Hire		
15	Jack Hammers Or Rock Breaker	1	Own/Hire	N/A	
16	Road Cutter & Concrete cutter	3	Own	N/A	
17	Line Marking Machine	1	Own	N/A	
18	Weed Eaters	12	Own	N/A	
19	Traffic Signs & Tools				
(i)	Cones	40	Own	N/A	
(ii)	Stop Signs	6	Own	N/A	
	Go Signs	6			
(iii)	“Men at Work” signs	6	Own	N/A	
(iv)	“Works Ahead” signs	6	Own	N/A	
(v)	“Safety Vests, Boots,	12	Own	N/A	
(vi)	Revolving Lights	3	Own	N/A	
(vii)	Hand Tools - Picks, Shovels, Crowbar, Rakes, Bush knives,	3 each	Own	N/A	
(viii)	Hazard Tapes		Own	N/A	

5. FINANCIAL CAPACITY

- 5.1 Provide **audited financial reports** for the last five years (2016-2021): 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 **\$250,000.00**. 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. PREMIX/ASPHALT MATERIAL

- 6.1 Provide confirmation that your company has premix and asphalt materials. If material cannot be readily-produced, provide a sub-contract agreement with another company as the supplier for provision of the above materials.

7. ADDITIONAL REQUIREMENTS

- 7.1 Applicant should provide any additional information considered appropriate to their Registration and Grading.
- 7.2 **Registration Fee**
If your application for LTA Ref No: L.T.A-RM/2022-23 is successful, your company shall pay the annual registration fee of **\$2000.00**.
- 7.3 Terminated Road 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.