

# MINISTRY OF WATER AND HOUSING



## CONTRACTOR'S PREQUALIFICATION QUESTIONNAIRE

Works: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Lodgement Address: Ministry of Water and Housing  
Technical Services Unit, 4<sup>th</sup> floor  
The Towers, 25 Dominica Drive,  
Kingston 5

Name of Contractor: \_\_\_\_\_

### Important:

1. This questionnaire has eleven (11) pages, excluding the cover page.
2. Please read the instructions carefully before completing the questionnaire.
3. All sections of the questionnaire must be completed.
4. None submittal of National Contracts Commission (NCC) and Tax Compliance Certification (TCC) will result in ineligibility of Respondent.
5. Contractors who have had any project terminated for breach of contract shall not be considered for pre-qualification

## FOR YOUR INFORMATION

**INSTRUCTIONS:** Please be guided by the following when completing this questionnaire.

1. The information provided herein will be used to evaluate your company's eligibility to pre-qualify for the works noted above. Only respondents who are awarded points as follows will pre-qualify:
  - Grade I Contractors – Must obtain 75 points or more
  - Grade II Contractors – Must obtain 60 points or more
  - Grade III Contractors – Must obtain 40 points or more
  - Grade IV Contractors – Must obtain 20 points or more
2. All the information requested plays an integral role in the evaluation process and must be provided in order to complete evaluation of questionnaire. Respondents **will** be penalised for any data not provided.
3. All sections of this questionnaire must be completed in full. Respondents will be penalised for any section not fully completed.
4. All supporting documents requested are integral to the evaluation process; points will be lost if supporting documents requested are not provided.
5. A softcopy of this form is on the Ministry's website: [www.mwh.gov.jm](http://www.mwh.gov.jm); the form should not be reproduced in any format other than the one provided.
6. The Disclaimer and Affidavit must be signed and sealed. Data provided is invalid without a signature and company seal affixed to the Disclaimer and Affidavit.
7. Contractors who have had any project terminated for breach of contract shall not be considered for pre-qualification.
8. Contractors must submit valid copies of National Contracts Commission (NCC) registration and a current Tax Compliance Certificate (TCC) at the time of submission of prequalification documents.
9. If for any reason, the data provided cannot be assessed due to omission of requested information, the Respondent will be disqualified.
10. The information provided in the pre-qualification questionnaire will be treated with the strictest confidentiality.

### CRITERIA DEFINITIONS

To be assessed for prequalification, each respondent must complete this prequalification questionnaire in full. The questionnaire is divided into seven (7) sections as follows:

- i. **Section 1 - General Information:** the Contractor is asked to provide data about the company.
- ii. **Section 2 – Technical & Professional Staff:**

- a) **Technical:** Personnel who have completed a higher level of education and/or vocational training (a minimum bachelor's degree or equivalent) or possess recognized equivalent experience in a scientific or technical field (the field must be relevant to Building Construction and/or Civil Engineering) and performs as a salaried (full-time or part-time basis) employee.

Additionally, personnel may be responsible for planning, managing, controlling and co-ordinating technical related activities of the organisation, with corresponding authority over other persons.

- b) **Administrative:** Personnel responsible for planning, administration and supervision of the total works programme and all supporting services such as maintenance, transportation personnel, purchasing, regulatory programmes and all other responsibilities not included in technical responsibilities. The administrative staff specifically includes:
- i. **Project Managers**
  - ii. **Managing Director**
  - iii. **Professional Administrative Assistant**
- iii. **Section 3 - Equipment & Software:** the Contractor is asked to list all software and equipment owned by the company
- iv. **Section 4 - History of Performance:** the Contractor is asked to list contracts performed over the last 5 years.
- v. **Section 5 - Work in Progress:** the Contractor is asked to list contracts currently being performed.
- vi. **Section 6 - Financial details:** the Contractors is asked to provide information regarding cash flow and fixed assets.
- vii. **Section 7 - Disclaimer & Affidavit**

Points are for each section is allocated as follows: -

Criteria	Max Points	Point Allocation
<b>Section 1</b> General Information	8	Member of IMBAJ: Yes - 3, No - 0
		Done projects for GOJ: Yes - 2, No - 0
		Years of Experience: Less than 1 = 0, 1 to 3 = 1, 3 to 4 = 2, More than 5 = 3
<b>Section 2</b> Personnel	20	<b>Technical &amp; Professional Staff:</b> Less than 1 = 0, 1 = 5, 2 to 3 = 10, More than 3 = 15
		<b>Administrative Staff:</b> 0 = 0, 1 = 1, 2 to 3 = 2, 4 to 5 = 3, 6 = 4, More than 7 = 5

Criteria	Max Points	Point Allocation
Section 3 Equipment & Software	22	Excavator (Equivalent to D8/D9)..... 2 Front end loader ..... 2 2 Trucks ..... 2 Roller ..... 2 Back Hoe ..... 2 Jack Hammer/Power Drill ..... 2 Vibrator ..... 2 Additional truck ..... 2 Crane ..... 2 Trencher ..... 2 Software.....2
Section 4 Performance History (last 5 years)	30	Less than \$20M .....2 \$20M to \$49M.....5 \$50M to \$89M.....8 \$90M to \$199M..... 10 \$200M to \$499M..... 15 \$500M to \$999M.....20 \$1,000M to \$1,499M.....25 \$1,500M or more ..... 30 <ul style="list-style-type: none"> <li>• One (1) point may be deducted for each time over-run (maximum of 5 points may be deducted)</li> <li>• Cumulative value of contracts will be considered</li> </ul>
Section 5 Work in Progress	10	Less than \$9M ..... 1 \$10M to \$29M.....2 \$30M to \$49M.....3 \$50M to \$99M.....5 \$100M to \$199M..... 7 \$200M to \$499M..... 9 \$500M to \$1,000M..... 10 <ul style="list-style-type: none"> <li>• One (1) point may be deducted for each time over-run (maximum of 5 points may be deducted)</li> <li>• Cumulative value of contracts will be considered.</li> </ul>
Section 6 Financials	4	<b>Fixed Assets:</b> valued \$0 - \$11.99M = 1, \$12 - \$23.99M = 2, \$24 – 74.99M = 3, \$75 or more = 4
	6	<b>Current Assets:</b> valued \$0 - \$11.99M = 1, \$12 - \$23.99M = 2, \$24 – 74.99M = 4, \$75M or more = 6
	10	

## KEY

1. COI – Certificate of Incorporation
2. NCC – National Contracts Commission certification
3. TCC – Tax Compliance Certificate
4. IMBAJ – The Incorporated Masterbuilders Association of Jamaica
5. YOE – Years of Experience
6. CEO – Chief Executive Officer
7. GOJ – Government of Jamaica

**Section 1 - GENERAL INFORMATION**

Provide information about the company.

Name: .....

Managing Director/ CEO: .....

Address: .....

Telephone Number: ..... Facsimile Number: .....

E-mail: .....

Date of Incorporation: .....

(Note: Submit copy of Certificate of Incorporation)

**PROFESSIONAL DETAILS**

1. Number of years providing professional services: .....

2. Member of Jamaica Master Builder Association:  Yes  No  
If "yes" submit valid copy for proof of membership.

3. Registration by National Contracts Commission:  Yes  No  
If "yes" submit valid copy of Certificate of Registration.

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Description	Doc Submitted	Maximum Points Allotted	Points Awarded
COI		-	
IMBAJ		3	
Years of Experience	-	3	
Project with GOJ	-	2	
<b>Total Points</b>		<b>8</b>	

<b>YOE Scores:</b> < 1.....0 1-3.....1 3-4.....2 4-5.....3 > 5.....4
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**Section 2 - TECHNICAL & ADMINISTRATIVE STAFF**

Photocopy additional pages as needed.

Name	Position	Area of Specialization	Years of Experience	Qualification	Professional Affiliations/ Membership

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Description	Maximum Points Allotted	Points Awarded
Technical Staff	15	
Administrative Staff	5	
<b>Total Points</b>	20	

Scores			
Technical Staff	< .....0	Administrative Staff	0 .....0
	1 .....5		1 .....1
	2-3.....10		2-3 .....2
	>3.....15		4-5 .....3
			6 .....4
			>7 .....5

**Section 3 - EQUIPMENT & SOFTWARE**

1. List equipment & software owned by company.
2. Photocopy additional pages as needed.

Name	Make	Model	Age	Condition			Value	Remarks
				Good	Under Repair	In Use, i.e. Can item be used again? YES/NO		

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Description	Maximum Points Allotted	Points Awarded	Description	Maximum Points Allotted	Points Awarded	Description	Maximum Points Allotted	Points Awarded
Excavator (D8/D8)	2		Back Hoe	2		Crane	2	
Front end Loader	2		Jack Hammer/Power Drill	2		Trencher	2	
2 Trucks	2		Vibrator	2		Software	2	
Roller	2		Additional Truck	2		<b>Total</b>	<b>22</b>	

**Section 4 - HISTORY OF PAST PERFORMANCE**

1. State performance history over last five (5) years, GOJ project/s should be stated first.
2. Under "Type of Project" state the type of project implemented, whether Infrastructure, Residential, Commercial, etc. and indication whether it is a GOJ project.
3. Consideration will be given for overruns not attributed to the contractor, i.e. Variation to the contract.

Name of Client	Type of Project	No. of Lots / Units	Original Value of Contract \$	Final Value of Contract \$	Original Starting Date	Original Completion Date	Actual Completion Date	Project Overrun		State Reason (s) for overrun
								Time	Cost	

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Notes:

- One (1) point may be deducted for each time or cost over-run; the maximum of five (5) points may be deducted for each type of over-run.

Description	Maximum Points Allotted	Points Awarded	Description	Maximum Points Allotted	Points Awarded
Less than \$20 M	2		\$500M to \$999M	20	
\$20M to \$49M	5		\$1,000M to \$1,499M	25	
\$50M to \$89M	8		\$1,500M or more	30	
\$90M to \$199M	10		<b>Total</b>	<b>30</b>	
\$200M to \$499M	15				

**Section 5 - WORK IN PROGRESS**

1. State current work in progress, GOJ project/s should be stated first.
2. Under "Type of Project" state the type of project implemented, whether Infrastructure, Residential, Commercial, etc.

Name of Client	Type of Project	No. of Lots / Units	Value of Contract (\$..00)	Starting Date	Completion Date	Percentage of work completed (%)	Project Overrun		State Reason (s) for overrun
							Yes	No	

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Notes:

- One (1) point may be deducted for each time over-run; the maximum of five (5) points may be deducted.
- A maximum of three (3) points may be deducted for if total value of WIP is more than 50 times greater than total assets.

Description	Maximum Points Allotted	Points Awarded	Description	Maximum Points Allotted	Points Awarded
Less than \$9 M	1		\$100M to \$199M	7	
\$10M to \$29M	2		\$200M to \$499M	9	
\$30M to \$49M	3		\$500M to \$1,000M	10	
\$50M to \$99M	5		<b>Total</b>	<b>10</b>	

**Section 6 - FINANCIAL DETAILS**

Submit along with completed questionnaire financial statements to include:

- Last audited Profit and Loss Statement, and
- Last audited Balance Sheet.

Name & Address of Bank: .....

.....

.....

.....

Contact Person at Bank: .....

Position: .....

Assets - A		Liabilities - L	
Particulars	Amount \$	Particulars	Amount \$
Cash in hand		Loan at bank	
Value of plant & equipment owned		Mortgage	
Outstanding payments from work done		Any other outstanding debt	
Value of properties owned			
Other receivables			
<b>Net Book Value (A less L)</b>			

Current Assets..... \$ \_\_\_\_\_

Less Current Liabilities ..... \$ \_\_\_\_\_

Working Capital ..... \$ \_\_\_\_\_

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Description	Maximum Points Allotted	Points Awarded
Fixed Asset Valued \$0-11.99M = 1	4.0	
\$12M - \$23.99M = 2, \$24 - \$74.99 = 3		
\$75M or more = 4		
Current Asset Valued \$0-11.99M = 1	6.0	
\$12M - \$23.99M = 2, \$24 - \$74.99 = 4		
\$75M or more = 6		
<b>Total</b>	<b>10</b>	

