



NATIONAL HOUSING TRUST

DEVELOPER'S /CONTRACTOR'S PRE QUALIFICATION FORM

OBJECTIVE

The Government of Jamaica (GOJ) and the National Housing Trust (NHT) will use this pre qualification form to assess the capability of the Developer/Contractor to implement the proposed housing development. The Developer/Contractor shall provide all the information requested in the forms and must demonstrate competence in all the categories listed. **Please note that separate forms must be completed in cases where the Developer and Contractor are different companies.**

The GOJ and/or the NHT may contact the Developer/Contractor for further clarification or additional information as deemed necessary. Contact may also be made to any references provided – bank, insurance company, project manager, architect, consulting engineers, quantity surveyors, attorney or others for verification of the information provided.

Kindly sign below to give the GOJ and NHT permission to pursue your references for any verification associated with the information in this document.

Signed By: _____
Name Signature

Dated this _____ day of _____ 20_____

Position: _____

Company: _____

Address: _____

Telephone: _____; Fax No: _____; E-mail Address: _____

PART 1 – THE DEVELOPER/CONTRACTOR

GENERAL

It is understood and agreed that the information submitted herein is to be used by the Government of Jamaica (hereinafter referred to as the “Government”) and the National Housing Trust (hereinafter referred to as the “Trust”) in determining, according to their judgment and discretion, the ability of a prospective Developer/Contractor to perform work in connection with the housing development project located at

A Developer/Contractor will not be considered for a construction loan or contract with the Government and/or the Trust unless the company and/or its joint venture partner:

- 1) Has its regular place of business in Jamaica, and
- 2) Possess the reputation and appropriate expertise.
- 3) Have qualified personnel, access to suitable equipment and sufficient working capital, in the judgment of the Government and the Trust, to satisfactorily complete the contracts.

The Developer’s/Contractor’s pre qualification form is required for consideration of approval of the construction loan application or award of contract and must be completed and submitted for evaluation.

Company Documents Required

- 1. Certificate of Incorporation**
- 2. Articles of Association**
- 3. Memorandum of Agreement**
- 4. Valid Tax Compliance Certificate (TCC)**
- 5. TRN#**
- 6. Contractor’s NCC Registration Certification - Grade and Classification for work**

DIRECTOR/SHARE HOLDER INFORMATION

1. Name: _____
Address: _____
Telephone No: _____
Fax No: _____
E-Mail: _____

2. Name: _____
Address: _____
Telephone No: _____
Fax No: _____
E-Mail: _____

3. Name: _____
Address: _____
Telephone No: _____
Fax No: _____
E-Mail: _____

4. Name: _____
Address: _____
Telephone No: _____
Fax No: _____
E-Mail: _____

5. Name: _____
Address: _____
Telephone No: _____
Fax No: _____
E-Mail: _____

PART II – PERSONNEL

EXPERIENCE & QUALIFICATION

The Company

1. How many years has your organization been in business as Developer/Contractor

➤ Current Name & Address: _____

➤ Previous Name & Address (if any): _____

2. How many years has your organization operated in the construction industry as a;

(a) Developer: _____

(b) Prime Contractor: _____

(c) Sub-Contractor: _____

3. What are the areas of expertise of your organization?

4. Has your organization been graded and classified by the National Contracts Commission? If yes, what is the grade and classification?

Kindly attached copy of NCC Certificate

MANAGEMENT PERSONNEL

Please detail below, or on a separate attachment with the same format, the construction experience of the principal individuals in the management of your organization. The contractor must meet the requirement by himself or as a joint venture partner.

Name	Management Position	Academic Qualification	Years with Company	Value & Type of Construction Experience	Other Work Experience	Reference <ul style="list-style-type: none">▪ Name▪ Telephone & Email

PROJECT MANAGEMENT PERSONNEL – FOR PROPOSED PROJECT

Name	Management Position	Academic Qualification	Years with Company	Value & Type of Construction Experience	Other Work Experience	Reference <ul style="list-style-type: none">▪ Name▪ Telephone & Email

PART III:

PERFORMANCE RECORD (Track record of Performance and Experience – past 10 years)

The contractor must meet the requirement by himself or as a joint venture partner.

No.	Projects	Time Period	Location	Employer (Name, Company, Address, Telephone No., Email)	Nature & Size of Works <ul style="list-style-type: none"> ▪ Type of Work & Units ▪ Value of Contracts 	Contract Duration	Consulting Engineer/Architect (Name, Company, Telephone No., Email)	% Completed

Indicate the reason for failure to complete those projects as listed in the table of track record:-

Projects	Reasons – Failure to Complete

FUTURE WORK PROSPECTS: DETAILS OF WORK BEING TENDERED/NEGOTIATED/CURRENT CONTRACTS

Project	Location	Employer (Name, Company, Address, Telephone No., Email)	Description ▪ Type of Work	Contract Duration	Consulting Engineer/Architect (Name, Company, Telephone No., Email)	Date of Tender/Negotiation	Tender Amount (\$)

PART IV – PHYSICAL RESOURCES
EQUIPMENT & PLANT

Please list below, equipment, which you consider suitable and will be available for this project, should a contract be awarded to you.

QTY	ITEM	MANUFACTURER & DESCRIPTION	YEAR OF MANUFACTURE	PRESENT LOCATION	OWNED/ RENTED

Please list below, equipment that your organization proposes to purchase which you consider suitable and will be available for this project, should a contract be awarded to you:

QTY	ITEM	MANUFACTURER & DESCRIPTION	NEW (N) USED (U)/ Yr. of Manufacture	ESTIMATED COST
			TOTAL	

Please list below, equipment that your organization proposes to rent/lease, which you consider suitable and will be available for this project, should a contract awarded to you.

QTY	ITEM	MANUFACTURER & DESCRIPTION	PRESENT LOCATION (IF KNOWN)	ESTIMATED COST
			TOTAL	

Signed:
(Developer/Contractor)

Date:

PART V - FINANCIAL AFFAIRS

5.1 AUDITED FINANCIAL STATEMENTS

- | | | |
|-------|--------------------------------|----------------|
| 5.1.1 | Balance Sheet | [Last 3 years] |
| 5.1.2 | Income & Expenditure Statement | [Last 3 years] |

5.2 FINANCIAL STATEMENTS (Prepared by Accountant)

- | | | |
|--------|---|-----------|
| 5.2.1 | Working Capital | [Current] |
| 5.2.2 | Detailed List of Assets & Liabilities | [Current] |
| 5.2.3. | Quick Asset & Liabilities (Form Attached) | |

5.3 LIST OF LITIGATIONS, CLAIM ON THE COMPANY
(Form Attached)

5.4 SOURCE OF FUNDS:

The Developer/Contractor must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real estate assets, lines of credit and other financial means other than any contractual advance payments to meet:

- 25% of the overall development cost to cover cash flow requirements for the execution of the development.

5.5 FINANCIAL INSTITUTIONS (Form Attached)

5.6 BANK CREDIT (Form Attached)

Form: LIST OF LITIGATIONS/CLAIMS

(A) **Current Litigation/Arbitration/Claims** **Client** **Value of Claim** **Date of Claim**
(Against the Company)

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(B) **Current Litigation/Arbitration/Claim** **Client** **Value of Claim** **Date of Claim**
(For the Company)

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QUICK ASSETS & LIABILITIES

The following is the condition of quick assets and liabilities at the close of business on 200__ (current month)

DESCRIPTION	QUICK ASSETS J\$	LIABILITIES J\$
<p>3 Assets</p> <ol style="list-style-type: none"> 1. Cash <ol style="list-style-type: none"> (a) On hand (b) On deposit (c) Elsewhere 2. Deposits with bids or otherwise as guarantees (due within 90 days) 3. Retention awaited on completed projects (due within 90 days) 4. Value of issued construction certificate (due in 90 days) 5. Total amount of retention earned on contracts under construction (to be released within 90 days) 6. Total accounts receivable not from construction contracts (within 90 days) 7. Stocks and Bonds (at present market value). 8. Balance of draw down available on existing project loan community/or overdraft facility (which can be accessed within 90 days). 9. Life Insurance (at cash surrender value – for an individual or partnership only). 10. Other assets due within 90 days not including: Real Estate, furniture, fixtures, equipment, Mortgages receivable, stock of materials, not as receivable). 		

DESCRIPTION	QUICK ASSETS J\$	LIABILITIES J\$
<p><u>Liabilities</u></p> <p>11. Notes payable within 90 days:</p> <p style="padding-left: 20px;">(a) To bank, regular</p> <p style="padding-left: 20px;">(b) To banks for certified cheques</p> <p style="padding-left: 20px;">(c) To others for equipment obligations</p> <p>12. Accounts Payable within 90 days</p> <p style="padding-left: 20px;">(a) Not past due</p> <p style="padding-left: 20px;">(b) Past due</p> <p>13. Other current liabilities within days</p>		

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(Company's Accountant)

.....

(Name)

.....

(Date)

Form: FINANCIAL INSTITUTIONS (additional pages may be inserted, if required)

Names & Addresses of Bankers:

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Name & Addresses of

Insurance Companies:

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Names & Addresses of

Attorney-At-Law:

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Form: BANK CREDIT

Note: *If more than one bank credit letter is being submitted, the second or subsequent letters must be done in this format and on a letterhead and should all be attached to this page.*

Name of Bank:

Address:

Date:

Dear Sirs,

A line of credit in the maximum amount of.....has been placed the disposal

of..... for use when, as and if needed

for the period of..... months commencing.....

None of the items listed as Quick Assets in the foregoing statement of Financial Position has been pledged to secure the line of credit mentioned above.

The line of credit mentioned above has been given with full knowledge of accommodations extended by other banks in the amounts as follows:

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Signed:

On behalf of:

.....

Date:

Address: