



**British Virgin Islands Electricity Corporation
Caribbean Development Bank
Rocky Mountain Institute
PARAQUITA BAY MICROGRID PROJECT
EPC PRE-QUALIFICATION FORM**

1.0 Organisation

1.	Company Name	
2.	Company Website	
3.	Main Contact Name, Branch Office Address, Telephone Number and e-mail	

2.0 Type of Business Organisation

NB: Please provide certified copies of original documents defining the legal status, registered office, and principal place of business as well as written confirmation of power of attorney of the signatory of the bid to commit the bidder.

2.1 CORPORATION

4.	Location of Corporation	
5.	Date of incorporation	
6.	Chief Executive (or equivalent) Officer's Name	
7.	Does the company have Perpetual Corporate Existence? ___ YES ___ NO If NO, what is the end date of the Company?	
8.	Parent Company, if any	
9.	Parent Company Location and date of incorporation	

2.2 PARTNERSHIP/LIMITED PARTNERSHIP

10.	Location Partnership Formed	
11.	Date of Formation	
12.	Term of Partnership	
13.	Partners' Names, Addresses and Interests Held	

2.3 SOLE PROPRIETORSHIP

14.	Years in Business:	
15.	Name(s) under which you do business:	

2.4 COUNTRY(IES) IN WHICH LICENSED TO DO BUSINESS

1.	National/Nationwide or List Countries:	

2.5 PROJECT/JOBSITE INFORMATION

1.	Have you ever been asked to withdraw from a jobsite? ___ YES ___ NO If yes, when, where, why?:

2.6 VALID TAX COMPLIANCE CERTIFICATE

1.	Have you a valid Tax Compliance Certificate for the countries listed in 2.4 above? ___ YES ___ NO If yes:	
	Tax Compliance Certificate Number & Country	

3.0 Banking Information

1.	Name of Institution	
2.	Address	
3.	Telephone	
4.	Contact Name/Title	

NB: Please provide a letter giving BVIEC's authority to seek references from the Bidder's bankers

4.0 Bonding Information

1.	Name of Bonding Company	
2.	Address	
3.	Contact Name/Title	
4.	Telephone	

5.	E-mail	
6.	Bonding Capacity in US\$	

5.0 Insurance Information

1.	Insurance Company	
2.	Address	
3.	Telephone	
4.	Contact Name/Title	
5.	Agent Name, City, Phone	
6.	Types and Amounts of Insurance Coverages:	

6.0 Financial Information

1.	Has the company or any of its affiliated companies, officers, directors, or partners ever been declared insolvent, filed a petition in bankruptcy and/or had a receiver appointed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when, where	

7.0 References

7.1 PROJECT EXPERIENCE – EPC SOLAR PV/ STORAGE

List descriptions of 4 reference EPC solar PV/ storage projects delivered in the past five (5) year

PROJECT 1 - SOLAR PV/ STORAGE	
Project Name	
Project Location	
Owner's Name/Location	
Owner's Contact	Name:
	Address:
	Phone/e-mail:
Engineer	Company Name:
	Location:
	Contact Name/Phone/e-mail:
Contract Amount	\$
Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date	
Description of Work Performed (PV & BESS Capacities; Roof, ground or carport PV; Battery Chemistry, Ratings, Line End Points, and Voltage.)	

PROJECT 2 - SOLAR PV/ STORAGE	
Project Name	
Project Location	
Owner's Name/Location	
Owner's Contact	Name:
	Address:
	Phone/e-mail:
Engineer	Company Name:
	Location:
	Contact Name/Phone/e-mail:
Contract Amount	\$
Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date	
Description of Work Performed (PV & BESS Capacities; Roof, ground or carport PV; Battery Chemistry, Ratings, Line End Points, and Voltage.)	

PROJECT 3 - SOLAR PV/ STORAGE	
Project Name	
Project Location	
Owner's Name/Location	
Owner's Contact	Name:
	Address:
	Phone/e-mail:
Engineer	Company Name:
	Location:
	Contact Name/Phone/e-mail:
Contract Amount	\$
Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date	
Description of Work Performed (PV & BESS Capacities; Roof, ground or carport PV; Battery Chemistry, Ratings, Line End Points, and Voltage.)	

PROJECT 4 - SOLAR PV/ STORAGE	
Project Name	
Project Location	
Owner's Name/Location	
Owner's Contact	Name:
	Address:
	Phone/e-mail:
Engineer	Company Name:
	Location:
	Contact Name/Phone/e-mail:
Contract Amount	\$
Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date	
Description of Work Performed (PV & BESS Capacities; Roof, ground or carport PV; Battery Chemistry, Ratings, Line End Points, and Voltage.)	

NB: Please provide a reference letter/testimonial from the Owner for at least one of the projects listed above.

7.2 ENGINEERING, PROCUREMENT & CONSTRUCTION SERVICES (EPC)

Engineering, Procurement & Construction Services

	List the solar PV/storage industry design tools and versions that you have licensed products to use:	
	List the substation design tools and versions that you have licensed products to use:	
	How many of the following resources do you have dedicated to renewable energy and substation engineering/design and how many years of industry experience do they have?	
	Total Professional Engineers (by discipline):	No.:
	Protection & Control	
	Electrical	
	Civil/Structural	
	Other Disciplines	
	Designers	
	Project Managers	
	Procurement Professionals	
	Provide a copy of your Company Solar PV/storage Engineering/Design Quality Control process.	
	Provide a copy of your Company Substation Engineering/Design Quality Control process.	
	Provide recent examples that your Engineering/Contractor Team performed for project work in the <i>Caribbean</i> .	

7.3 PERSONNEL

Provide a list of field management and supervisory personnel with qualifications and length of time in your employ (include resumes).

7.4 SUBCONTRACTORS

What portion of your contracts do you typically subcontract? _____%

7.5 EQUIPMENT

Provide a list of relevant assessment and test equipment available (indicate owned or rented and quantity).

7.6 SCHEDULING

7.	What method of scheduling do you use in administering and monitoring construction projects (e.g. Microsoft Project, Excel, Visio, PeopleSoft, GigaPlan, etc.)? List computer software utilized:

7.7 COMPLETION SCHEDULE

In the past three (3) years, how many of your solar PV projects have taken more time than the agreed Owner's completion schedule? _____

8.0 Health and Safety Information

Does your company have a written Environmental, Health & Safety (EHS) Program? ___Yes
___No

If yes, please provide a copy as an attachment.

Please provide safety record data or information and comment on any areas of your company's EHS program and policies that you feel will be appropriate in our evaluation.

9.0 Financial Statements

NB: Any company whose financial statements are provided would have to be a party to the EPC contract with BVIEC

Attach a copy of the most recent full year financial statements which must include:

- Audited statements including independent auditor's opinion
- Annual revenue
- Cash on hand

10.0 Legal

Litigation

8.	Has there been any litigation between your company and any governments and/or companies? ___ YES ___ NO If yes, list Court, Case Name and Number

11.0 Conflict of Interest

Please provide a statement establishing that the Bidder (including all members of a joint venture) are not associated, nor have been associated in the past, directly or indirectly, with any member of BVIEC having responsibility for preparing or having knowledge of specifications and other bidding documents for these services.