
**BRITISH VIRGIN ISLANDS ELECTRICITY CORPORATION
CARIBBEAN DEVELOPMENT BANK
RMI**



Prequalification Document

British Virgin Islands Microgrid Project at Paraquita Bay

**Engineering, Procurement and Construction for British
Virgin Islands Electricity Corporation**

Issue Date: November 18, 2021

Submission Deadline: January 7, 2022

ICB No.: BVIEC/MPPB/2021

Employer: British Virgin Islands Electricity Corporation

Country: British Virgin Islands

IMPORTANT NOTICE AND DISCLAIMER

1. This document is protected.
2. This Prequalification Document (PD) is not a guarantee of an Invitation to Bid (ITB). The scope of work as outlined in this PD is subject to change and may be modified prior to issuance of any ITB.

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List of Abbreviations

Abbreviation	Meaning
BESS	Battery Energy Storage System
BVI	British Virgin Islands
BVIEC	British Virgin Islands Electricity Corporation
CDB	Caribbean Development Bank
EPC	Engineering, Procurement and Construction
GoVI	Government of the British Virgin Islands
ICB	International Competitive Bid
ITB	Invitation to Bid
O&M	Operations and Maintenance
PD	Prequalification Document
PV	Photovoltaic
RE	Renewable Energy
RMI	Rocky Mountain Institute
R-NETS	Resilient National Energy Transition Strategy

I. INTRODUCTION

BVIEC (the Employer), through its technical partner RMI, and funded by the Caribbean Development Bank (CDB), are issuing this Prequalification Document (PD) for interested parties to provide information to qualify for a future tender for Engineering, Procurement and Construction (EPC) services for a microgrid project at Paraquita Bay on the island of Tortola. The project scope includes solar PV, battery storage, power management systems, a substation and would require undergrounding of electrical cables, with options for integration with existing fossil fuel generating assets in the BVI.

The project is intended to:

- Provide a low carbon source of energy to complement the existing diesel-only generation in the BVI.
- Provide generation capacity that reduces the cost of electricity production in the BVI by harnessing the abundant solar resource available on the island as a substitute for the diesel fuel generation that is presently used.
- Integrate the RE and existing technologies in a seamless manner to improve the quality and reliability of electricity services to the local customer base while maximizing efficiencies of the joint systems.
- Provide increased resilience in the face of more frequent and severe weather events as the microgrid will have the ability to decouple from the grid, thus providing local electricity in times of disruption to the grid supply.

Through this PD process your company is invited to submit information to be assessed for prequalification to participate in the subsequent bidding stage.

II. INSTRUCTIONS TO APPLICANTS

Project Name: British Virgin Islands Microgrid Project at Paraquita Bay

Date of Issue: November 18, 2021

Task and Objective: British Virgin Islands Electricity Corporation (the Employer), through its technical partner RMI, and funded by the Caribbean Development Bank (CDB), is publishing this Prequalification Document (PD) to solicit prospective applicants for the proposed British Virgin Islands Microgrid Project. Payments by CDB will be made only at the request of the Employer and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Agreement between CDB and BVIEC. CDB prohibits any withdrawal of the approved financing for the purpose of any payment to persons or entities, or for any import of goods, equipment, plant or materials, or services if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Recipient shall derive any rights from the Financing Agreement or have any claim to the proceeds of the financing.

Application Process: In order to develop a list of qualified firms, the Employer requests that applicants complete the relevant Application Forms in Section V, in accordance with the Prequalification Criteria and Requirements detailed in Section IV. Specific relevant experience and qualifications related to solar PV, battery storage, microgrid projects, substation construction, undergrounding, and EPC services should be included.

Completed Application Forms shall be submitted electronically by **2:00 PM BVI local time on January 7, 2022**. All submissions received after the deadline will be rejected.

Submissions should be sent to BVIECmicrogridproject@bvielectricity.com with the subject line: **BVIEC Microgrid Project PD**.

The Employer shall open all Applications at 3:00 PM BVI local time on January 7, 2022. A link to the virtual public opening will be posted at: <https://bvielectricity.com/british-virgin-islands-electricity-corporation-issues-a-request-for-qualifications-for-a-renewable-energy-microgrid/>

The Applicant shall bear all costs associated with the preparation and submission of its application. The Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

A firm may apply for prequalification both individually, and as part of a joint venture. If prequalified, it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture. Bids submitted in violation of this procedure will be rejected. In the case of a joint venture, all partners shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification process, bidding (in the event the JV submits a Bid) and during contract execution (in the event the JV is awarded the Contract).

The Employer may reject any application which is not responsive to the requirements of the prequalification document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

The evaluation of applications shall be conducted in accordance only with the criteria in Section IV.

The Employer reserves the right to accept or reject any application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to Applicants.

Promptly after the notification of the results of the prequalification the Employer shall invite bids from all the Applicants that have been prequalified. Bidders may be required to provide a Bid Security or a Bid Securing Declaration acceptable to the Employer in the form and an amount to be specified in the Bidding Documents, and the successful Bidder shall be required to provide a Performance Security as specified in the Bidding Documents. Bidders shall usually be required to provide a Code of Conduct which will apply to their employees and sub-contractors that includes the minimum requirements specified in the bidding document. Bidders shall be required to submit management strategies and implementation plans that address key environmental, social, health and safety risks.

Any change in the structure or formation of an Applicant after being prequalified and invited to bid (including, in the case of a joint venture, any change in the structure or formation of any) shall be subject to the written approval of the Employer prior to the deadline for submission of Bids. Such approval shall be denied if (i) a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its partners; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section IV; or (iii) in the opinion of the Employer, the change may result in a substantial reduction in competition. Any such change should be submitted to the Employer not later than fourteen (14) days after the date of the issuance of the bidding document.

Information relating to the evaluation of Applications, and recommendation for prequalification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants. From the deadline for submission of Applications to the time of notification of the results of the prequalification, any Applicant that wishes to contact the Employer on any matter related to the prequalification process, may do so but only in writing.

To assist in the evaluation of Applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications from the Applicant shall be in writing. If an Applicant does not provide clarifications of the information requested and/or documents requested by the date and time set in the Employer's request for clarification, its application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

Requests for Clarification: Applicants seeking clarification on matters related to this prequalification should submit these in writing to the following email address: bviemicrogridQandA@bvielectricity.com.

The deadline for submission of clarifications is 11:59 PM BVI local time on December 17, 2021. The Employer will respond in writing to any request for clarification provided that such request is received prior to the aforementioned deadline for requests for clarifications. The Employer shall make available on its website, copies of its response to any clarifications received, including a description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the prequalification document as a result of a clarification, it shall do so by issuing an addendum on its website. To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Employer may, at its discretion, extend the deadline for the submission of Applications. As such, prospective Applicants are required to refer to the Employer's website periodically over the course of the prequalification process. The website address is as follows: <https://bvielectricity.com/british-virgin-islands-electricity-corporation-issues-a-request-for-qualifications-for-a-renewable-energy-microgrid/>

Eligibility: Applicants shall meet the eligibility criteria as per Section VI. An Applicant may be a firm that is a private entity a stated-owned owned enterprise or institution, subject to the requirements in Section VI, or any combination of them in the form of a Joint Venture (JV) with the formal intent, as evidenced by a letter of intent, to enter into an agreement or under an existing agreement. In the case of a joint venture, all partners shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the partners of the JV during the prequalification process, bidding (in the event the JV submits a Bid) and during contract execution (in the event the JV is awarded the Contract). The maximum accepted partners in a JV will be limited to two (2).

Prohibited Practices and Other Integrity Related Matters: CDB requires compliance with the Bank's policy on Prohibited Practices and Other Integrity Related Matters, as set forth in Section VII, Prohibited Practices and Other Integrity Related Matters. In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, bid submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.

III. PROJECT INFORMATION

In September 2017, the BVI was battered by Category 5 Hurricanes Irma and Maria in the space of less than two weeks. This resulted in devastation to the islands, including damage to the territory's main power plant and destruction of approximately 90% of the grid infrastructure. This prompted the BVIEC, in partnership with the GoVI, to develop a Resilient National Energy Transition Strategy (R-NETS) which would outline pathways to achieving renewable energy targets and increased resilience of the national energy sector. One of these targets is a 30% share of renewables in the electricity supply by 2023. One project coming out of this R-NETS is the implementation of a solar PV array and BESS at Paraquita Bay on the island of Tortola. In addition to decreased emissions and reduced reliance on imported fuel, these installations will contribute to the robustness of the electricity system. In case of disruption to the grid supply, this microgrid can be decoupled from the main grid to continue providing power to critical facilities

in the area, including water and wastewater treatment facilities, a pumping station, and a community college campus which is also a designated hurricane shelter.

The BVIEC was incorporated in 1979 following the legislation of the British Virgin Islands Electricity Corporation Ordinance No. 7 of 1978. The company's sole shareholder is the GoVI and it falls under the portfolio of the Premier's Office.

BVIEC:

- Is the only state-owned electric utility and is governed by a board of directors appointed by the government
- Operates 2 generating plants on 2 islands in the BVI
- Provides service to approximately 17,000 customers
- Has a total installed capacity of approximately 57 MW

Under this BVI Microgrid Project, BVIEC is seeking, via an EPC contract, to install a 4 MW ground-mounted solar PV array and a battery energy storage system (the capacity will be stated in the subsequent ITB), to be interconnected to and integrated with the BVI grid at Paraquita Bay, Tortola. This project will also include the construction of a substation at Paraquita Bay and undergrounding works.

Most of the electricity generation in the BVI is diesel-based and is done at the Pockwood Pond station. This station is located on Tortola and also supplies the islands of Beef Island, Virgin Gorda, Jost van Dyke, Little Thatch, Buck Island, Little and Great Camanoe, Scrub Island, Saba Rock, Frenchman's Cay, and Marina Cay. There is a smaller station on the island of Anegada which is also fueled by diesel. In total, there are 14 diesel gensets operating across the BVIEC power systems, however, 2 of them have been decommissioned in 2017. After Hurricane Irma, the peak demand in the BVI in 2018 was recorded as approximately 17 MW – a 50% reduction from its pre-Irma value of 34 MW. The demand has been steadily increasing since then however, with a peak of approximately 29.5 MW seen thus far in 2021.

The goal for this PD is to prequalify bidders who are qualified to bid on and deliver this project. These prequalified bidders will then receive a bidding document package, which will contain further project information that they can use to develop their bids. BVIEC will provide the site for the proposed solar PV array and battery bank installation, as well as for the substation and undergrounding. In addition, BVIEC will share the results of a number of project specific de-risking activities including the following: site surveys (boundary & topographical), geotechnical investigations, an environmental and social impact assessment, site plan, glint & glare study, etc.

These bids will then be evaluated by BVIEC's evaluation committee. A Contractor would then be selected and contracted under an EPC arrangement.

The Contractor would be required to undertake detailed engineering, supply all required materials and equipment, install the solar PV, battery storage, power management systems, and substation, and connect and integrate the systems into the BVI grid. The Contractor would also be required to carry out the necessary undergrounding works. There may be an option for the Contractor to operate and maintain the solar PV and storage systems for a period of at least one (1) year following commissioning, however this is an optional provision which would be outside of the scope of CDB financing. Knowledge transfer in the form of training of BVIEC staff in the specifics of managing the new microgrid is mandated.

Materials provided will be shared with the BVIEC's evaluation committee for the purpose of assessing qualifications and determining eligibility to bid on the upcoming BVI Microgrid Project. Once the final bidders list for the ITB is determined, each respondent to the PD will be notified whether or not they qualify to advance to ITB stage.

Applicable Forms in Section V are to be completed and submitted with support documentation as part of Application by companies that wish to be pre-qualified as an EPC candidate.

NB: For this PD process BVIEC requires potential bidders to share their experience in EPC services for projects that involve the construction of substations, undergrounding, and the integration of solar PV and battery storage systems into power systems with existing fossil fuel-based generation.

IV. QUALIFICATION CRITERIA AND REQUIREMENTS

This Section contains all the methods, criteria, and requirements that the BVIEC (the Employer) shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

Applicants must meet the criteria detailed in the following table to qualify to advance to ITB stage.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
1. Eligibility							
1.1	Nationality	Nationality from an eligible country ¹	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest ²	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	Bank	Not having been declared	Must meet	Must meet	Must meet	N/A	Application

¹ An Applicant or joint venture partners shall have the nationality of an eligible country as detailed in Section V and shall comply with the following:

- (a) be legally constituted, incorporated or registered in and operates in conformity with the provisions of the laws of an eligible country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be, and have their principal place of business in an eligible country;
- (b) be more than fifty (50) percent beneficially-owned by a citizen or citizens and/or a bona fide resident or residents of an Eligible Country, or by a body corporate or bodies meeting these requirements, as far as the ownership can be reasonably determined; and
- (c) shall have no arrangement and undertake not to make any arrangement whereby the majority of the financial benefits of the contract, i.e. more than fifty (50) percent of the value of the contract, will accrue or be paid to sub-contractors or sub-consultants that are not from an Eligible Country.

² Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the prequalification documents or design or technical specifications, or have been hired or are proposed to be hired by the Employer or Recipient as Engineer for the preparation of tender documents and/or designs and technical specifications or contract implementation of the Works that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with professional staff of the Recipient (or with the project implementing agency, or a beneficiary of a part of CDB's Financing, or any other party representing or acting on behalf of the Recipient) who: (i) are directly or indirectly involved in the preparation of the prequalification Document or Bidding Document or specifications of the Contract, and/or the Bid evaluation process of such Contract; or (ii) would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the prequalification, tender process and execution of the Contract.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
	Ineligibility	ineligible by CDB or debarred by an MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions ³	requirement	requirement	requirement		Submission Form
1.4	State Owned Entity	Applicant required to meet conditions ⁴	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with

³ An Applicant that has been suspended or debarred by the Bank for engaging in Prohibited Practices or against whom an MDB Debarment or MDB Cross-Debarment has been imposed, subject to the provisions of Section VII, shall be ineligible to be prequalified for, initially selected for, bid for, propose for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined an MDB Debarment or Cross-Debarment is in effect. For further definition of MDB Debarment or Cross-Debarment, please refer to CDB's Procurement Procedures at the following link:
https://www.caribank.org/sites/default/files/publication-resources/Procurement%20Procudures%20for%20CDB%20financed%20projects_Jan%202021-final.pdf

⁴ Applicants that are state-owned enterprise or institutions from an eligible country, as pursuant to Section VI, may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:

- (a) are legally and financially autonomous. "Legally autonomous" means a legal entity separate from the eligible country's government. "Financially autonomous" means not receiving budget support from any public entity, and not being obliged to pass financial surplus to the same, except through dividends to shareholders;
- (b) operate under commercial law - Being vested with legal rights and liabilities similar to any commercial enterprise, including, being incorporated or established by statutory charter under local law; having the right:
 - (i) to enter into legally binding contracts;
 - (ii) to sue;
 - (iii) to be sued; and
 - (iv) to borrow money, being liable for the repayment of debts and being able to be declared bankrupt.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
							attachments
1.5	United Nations resolution or Recipient's country law	Not having been excluded as a result of prohibition in the Recipient's country laws or official regulations against commercial relations with the Applicant's country, or by an act of compliance with UN Security Council resolution ^{5,6}	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

⁵ Countries, persons or entities are ineligible if:

- (a) as a matter of law or official regulations, the Recipient's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Recipient's country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

⁶ When the Works are implemented across jurisdictional boundaries (and more than one country is a Recipient, and is involved in the procurement), then exclusion of a firm or individual on the basis of the above by any country may be applied to that procurement across other countries involved, if the Bank and the Recipients involved in the procurement agree.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria								Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements				
				All Parties Combined	Each Partner	One Partner					
2. Historical Contract Non-Performance											
2.1	History of Non-Performing Contracts	Non-performance of a contract ⁷ did not occur as a result of contractor's default within five (5) years prior to the deadline for application submission	Must meet requirement	Must meet requirements	Must meet requirement by itself ⁸	N/A	Form CON-2				
2.2	Suspension Based on Execution of Bid Securing Declaration by the Employer	Not being under execution of a Bid Securing Declaration ⁹	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Form				
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2				

⁷Nonperformance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

⁸This requirement also applies to contracts executed by the Applicant as JV member.

⁹ An Applicant shall not be under suspension from bidding by the Employer as the result of the execution of a Bid–Securing Declaration.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
		pending litigation will be resolved against the Applicant					
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ¹⁰ within five (5) years prior to the deadline for application submission	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
2.5	Declaration: Environmental, Social, Health and Safety (ESHS) Past Performance	Declare any contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any environmental, social, health and safety (including Sexual Exploitation and Assault or gender-based violence) contractual obligations in ¹¹ within five (5) years prior to the deadline for application submission.	Must make declaration: Where there are Specialised Sub-contractor/s, the Specialised Sub-contractor/s must also make the declaration	N/A	Must make declaration: Where there are Specialised Sub-contractor/s, the Specialised Sub-contractor/s must also make the declaration	N/A	Form CON – 3

¹⁰The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

¹¹Information should be provided for the past five years. The Employer may use this information to seek further information or clarifications during the bidding stage and the associated due diligence.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
3. Financial Situation							
3.1	Financial Performance	<p>(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the cash flow requirements estimated as USD 1,000,000 for the subject contract(s) net of the Applicants other commitments</p> <p>(ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Employer, for the last</p>	<p>(i) Must meet requirement</p> <p>(ii) Must meet requirement</p> <p>(iii) Must meet requirement</p>	<p>(i) Must meet requirement</p> <p>(ii) Must meet requirement</p> <p>(iii) N/A</p>	<p>(i) N/A</p> <p>(ii) N/A</p> <p>(iii) Must meet requirement</p>	<p>(i) N/A</p> <p>(ii) N/A</p> <p>(iii) N/A</p>	Form FIN – 3.1 with attachments

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
		three (3) years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.					
3.2	Average Annual Turnover	Minimum average annual turnover of USD2,500,000, calculated as total certified payments received for contracts in progress or completed, within the last five (5) years.	Must meet requirement	Must meet requirement	Must meet 10%, ten per cent of the requirement	Must meet 25%, twenty-five per cent of the requirement	Form FIN – 3.2

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
4. Experience							
4.1	General Experience	Experience under contracts in the role of contractor, subcontractor, or management contractor for at least the last five (5) years prior to the applications submission deadline, and with activity in at least six (6) months in each year.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Experience	(a) Participation as contractor, management contractor, or subcontractor, in at least three (3) contracts within the last ten (10) years, that have been successfully and substantially completed and that are similar to the proposed grid-interactive (with batteries) Design and Installation Services of Solar PV and BESS. The similarity shall be based on the estimated value of	Must meet requirement	Must meet requirement ¹²	N/A	N/A	Form EXP 4.2(a)

¹²In the case of JV, the value of contracts completed by its partners shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all partners each of value equal or more than the minimum value required shall be aggregated.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria								Compliance Requirements			Documentation
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements				
				All Parties Combined	Each Partner	One Partner					
		the works, physical size, complexity, methods/technology or other characteristics as described in Section III.									
4.2 (b)		<p>(b) For the above or other contracts executed during the period stipulated in 2.4.2(a) above, a minimum experience in the following key activities:</p> <p>At least two (2) projects in turnkey Solar PV off-grid or grid-interactive renewable energy design and installations experience in the following key activities:</p> <ul style="list-style-type: none"> • Solar PV BESS Plant design & Construction • Micro-grids • Sub-station construction • Undergrounding • EPC services 	Must meet requirements	Must meet requirements	N/A	N/A	Form EXP – 4.2 (b)				
4.2 (c)		For the contracts in 4.2 (a) above and/or any other	Must meet requirements	Must meet requirements	N/A	N/A	Form EXP – 4.2 (c)				

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

Eligibility and Qualification Criteria		Compliance Requirements			Documentation		
No.	Subject	Requirement	Single Entity	Joint Venture			Submission Requirements
				All Parties Combined	Each Partner	One Partner	
		contracts [substantially completed and under implementation] as prime contractor, joint venture member, or Subcontractor for at least the last five (5) years prior to the applications submission deadline, experience in managing ESHS risks and impacts.					

V. APPLICATION FORMS

Applicable Forms in Section V are to be completed as part of PD response by companies that wish to be pre-qualified as an EPC candidate.

Editable Forms are available for download from BVIEC's website: <https://bvielectricity.com/british-virgin-islands-electricity-corporation-issues-a-request-for-qualifications-for-a-renewable-energy-microgrid/>

Application Submission Form

Date: *[insert day, month, year]*
ICB No. and title: *[insert ICB number and title]*

To: B.V.I Electricity Corporation,
Long Bush Rd,
Road Town,
British Virgin Islands

We, the undersigned, apply to be prequalified for the referenced ICB and declare that:

- (a) **No Reservations:** we have examined and have no reservations to the Prequalification Documents, including Addendum(s) No(s).: *[insert the number and issuing date of each addendum];*
- (b) **No conflict of interest:** we have no conflicts of interest;
- (c) **Eligibility:** we meet the eligibility requirements and have not been suspended by the Employer based on execution of a Bid-Securing Declaration;
- (d) **Suspension and Debarment:** we, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Caribbean Development Bank (CDB) or subject to a public debarment by an MDB which is a signatory to the Agreement on Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Employer’s country laws or official regulations or pursuant to a decision of the United Nations Security Council;
- (e) **State-owned enterprise or institution:** *[insert either "we are not a state-owned entity" or "we are a state-owned entity, but meet the requirements];*
- (f) **Subcontractors and Specialised Subcontractors:** we plan to subcontract the following key activities and/or parts of the works:
- (g) **Commissions, gratuities, fees:** we declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:

Name of Recipient <i>[insert full name for each occurrence]</i>	Address <i>[insert street/ number/city/country]</i>	Reason <i>[indicate reason]</i>	Amount <i>[specify amount currency, value, exchange rate and US\$ equivalent]</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application].

SECTION IV - APPLICATION FORMS

- (h) **Not bound to accept:** We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification process, without incurring any liability to the Applicants, and
- (i) **True and Correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorised representative(s) of the Applicant]*

Name: *[insert full name of person signing the application]*

In the Capacity of: *[insert capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: Applicant's Name:

[insert full name of Applicant]

Address: *[insert street number/town or city/country address]*

Dated on: *[insert day number]* day of *[insert month]*, *[insert year]*

[For a joint venture, either all partners shall sign or only the authorised representative, in which case the power of attorney to sign on behalf of all partners shall be attached]



Form ELI -1.1 Applicant Information Form

Date: *[insert day, month, year]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's legal name <i>[insert full legal name]</i>
In case of Joint Venture (JV), legal name of each partner: <i>[insert full legal name of each partner in JV]</i>
Applicant's Actual or Intended country of constitution: <i>[indicate country of Constitution]</i>
Applicant's actual or Intended year of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address in country of registration: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorised representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above <input type="checkbox"/> In case of state-owned enterprise or institution, documents establishing: • Legal and financial autonomy • Operation under commercial law
2. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership.

Form ELI -1.2

Applicant's Party Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialised Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification.]

Date: *[insert day, month, year]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

JV Applicant legal name: <i>[insert full legal name]</i>
Applicant's Party legal name: <i>[insert full legal name of Applicant's Party]</i>
Applicant's Party country of registration: <i>[indicate country of registration]</i>
Applicant Party's year of constitution: <i>[indicate year of constitution]</i>
Applicant Party's legal address in country of registration: <i>[insert street/ number/ town or city/ country]</i>
Applicant Party's authorised representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
<p>1. Attached are copies of original documents of:</p> <p><input type="checkbox"/> Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.</p> <p><input type="checkbox"/> In case of state-owned enterprise or institution documents establishing:</p> <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law

SECTION IV - APPLICATION FORMS

2. Included are the organisational chart, a list of Board of Directors, and the beneficial ownership.

Form CON – 2

Historical Contract Non-Performance and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performing Contracts in accordance with Section IV, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section IV, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed 1st January <i>[insert year]</i> specified in Section IV, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed Portion of Contract	Contract Identification	Total Contract Amount (current value, USD equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section IV, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			



SECTION IV - APPLICATION FORMS

Year of Dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
Litigation History in accordance with Section IV, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of Award	Outcome as Percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Employer" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>



Form CON – 3

ESHS Performance Declaration

[The following table shall be filled in for the Applicant, each member of a Joint Venture and each Specialised Subcontractor]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Environmental, Social, Health and Safety (ESHS) Performance Declaration in accordance with Section IV, Qualification Criteria, and Requirements			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental, Social, Health and Safety (ESHS) performance since the date specified in Section IV, Qualification Criteria, and Requirements, Sub-Factor 2.5.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental, Social, Health and Safety (ESHS) performance since the date specified in Section IV, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:			
Year	Suspended or Terminated Portion of Contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and USD equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification.]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender based violence; sexual exploitation or assault breaches; safety breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification.]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	
Performance Security called by an Employer(s) for reasons related to ESHS Performance			
Year	Contract Identification		Total Contract Amount (current value, currency, exchange rate and USD equivalent)



British Virgin Islands
ELECTRICITY
CORPORATION



SECTION IV - APPLICATION FORMS

<p><i>[insert year]</i></p>	<p>Contract Identification: <i>[indicate complete contract name/ number, and any other identification.]</i></p> <p>Name of Employer: <i>[insert full name]</i></p> <p>Address of Employer: <i>[insert street/city/country]</i></p> <p>Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or assault breaches.]</i></p>	<p><i>[insert amount]</i></p>
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Form FIN – 3.1 Financial Situation

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial Data

Financial information (USD equivalent in 000s)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (Amount in currency, currency, exchange rate, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

SECTION IV - APPLICATION FORMS

2. Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of Finance	Amount (USD equivalent)
1		
2		
3		

3. Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section IV, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

Attached are copies of financial statements¹³ for the *[number]* years required above; and complying with the requirements.

¹³ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Form FIN - 3.2

Average Annual Turnover

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount and Currency	Exchange Rate	USD Equivalent
<i>[insert year]</i>	<i>[insert amount and indicate currency]</i>		<i>[insert amount in USD equivalent]</i>
Average Annual Turnover *			

* Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section IV, Qualification Criteria and Requirements, Sub-Factor 3.2.



Form EXP - 4.1 General Experience

[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant JV Party Legal Name: *[insert full name]*

ICB No. and title: *[insert ICB number]*

Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate continuous work over the past [number] years pursuant to Section IV, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and USD equivalent]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and US\$ equivalent]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and USD equivalent]</i> Name of Employer: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>



Form EXP - 4.2(a)

Similar Experience

[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture, and specialist sub-contractors]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

JV Party Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Similar Contract No. <i>[insert number]</i> of <i>[insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award Date	<i>[insert day, month, year, i.e., 15 June, 2015]</i>			
Completion Date	<i>[insert day, month, year, i.e., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		<i>[insert Exchange rate and total contract amount in USD equivalent]</i>	
If partner in a JV, or subcontractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in USD equivalent]*</i>	
	<i>[Insert roles and responsibilities]</i>			
Employer's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

Form EXP - 4.2(a) (cont.) Similar Experience (cont.)

Similar Contract No. <i>[insert number]</i> of <i>[insert number of similar contracts required]</i>	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section IV:	
Amount	<i>[insert amount in local currency, exchange rate, USD in words and in figures]</i>
Physical size of required works items	<i>[insert physical size of activities]</i>
Complexity	<i>[insert description of complexity]</i>
Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
Rate for Key Activities	<i>[insert rates and items]</i>
Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

Form EXP - 4.2(b) Experience in Key Activities

Applicant's Legal Name: *[insert full name]*
 Date: *[insert day, month, year]*
 Applicant's Party Legal Name: *[insert full name]*
 Nominated Subcontractor's Legal Name: *[insert full name]*
 ICB No. and title: *[insert ICB number and title]*
 Page *[insert page number]* of *[insert total number]* pages

All Subcontractors for key activities must complete the information in this form as per Section IV, Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: _____

Item	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award Date	<i>[insert day, month, year, e.g., 15 June, 2017]</i>			
Completion Date	<i>[insert day, month, year, e.g., 03 October, 2019]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		<i>[insert exchange rate and total contract amount in USD equivalent]</i>	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year. <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total Quantity in the Contract (i)	Percentage Participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				

SECTION IV - APPLICATION FORMS

Employer's Name:	<i>[insert full name]</i>
Address:	<i>[indicate street / number / town or city / country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>

2. Activity No. Two

Item	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section IV:	
	<i>[insert response to inquiry indicated in left column]</i>

Form EXP - 4.2(c)

Specific Experience in Managing ESHS Aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

JV Party Name: *[insert full name]*

ICB No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Key Requirement No. 1 in accordance with 4.2 (c): _____

Contract Identification				
Award Date				
Completion Date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount			USD	
Details of relevant experience				

2. Key Requirement No. 2 in accordance with 4.2 (c): _____

3. Key Requirement No. 3 in accordance with 4.2 (c): _____

4. ...

VI. ELIGIBLE COUNTRIES

The eligibility of the bidder shall be based on nationality, in accordance with the following rules. A corporation is eligible if it satisfies the following criteria:

- (a) legally incorporated or otherwise organised in, and have their principal place of business in an eligible country;
- (b) more than 50% beneficially-owned by a citizen or citizens and/or a bona fide resident or residents of an eligible country or countries, or by a body corporate or bodies corporate meeting these requirements; or
- (c) owned or controlled by the government of an eligible country provided that it is legally and financially autonomous and operated under the commercial law of an eligible country and not dependent agency of the eligible country.

Eligible countries are:

Member Countries of the Caribbean Development Bank
<http://www.caribank.org/about-cdb/member-countries>

<https://www.caribank.org/countries-and-members/non-borrowing-members>

SECTION VI - PROHIBITED PRACTICES AND OTHER INTEGRITY RELATED MATTERS

VII. PROHIBITED PRACTICES AND OTHER INTEGRITY RELATED MATTERS

1. CDB has a Strategic Framework for Integrity, Compliance and Accountability that articulates CDB's adherence to the highest standards of integrity, ethics and accountability with zero tolerance for fraud, corruption money laundering, terrorist financing and similarly corrosive conduct. CDB requires that recipients, as well as bidders, proposers, firms, suppliers, service providers, contractors, sub-contractors, Consultants, sub-consultants, project promoters, sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents, observe the highest standard of integrity during the procurement and/or the execution of CDB-financed contracts and refrain from integrity violations, particularly Prohibited Practices (as defined below). In pursuance of this requirement, CDB:
 - (a) defines, for the purposes of this provision, Prohibited Practices as follows:
 - (i) **"corrupt practice"** is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the action of another party;
 - (ii) **"fraudulent practice"** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) **"collusive practice"** is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - (iv) **"coercive practice"** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party, or the property of the party, to influence improperly the actions of a party; and
 - (v) **"obstructive practice"** is:
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence related to an investigation or making false statements or false allegation to CDB in order to impede a CDB investigation into allegations of an integrity violation particularly Prohibited Practices; and/or threatening, harassing, or intimidating any party to delay or prevent it from sharing evidence or disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts which impede the exercise of CDB's access, inspection and audit rights provided for under Paragraph 1. (f) below.
 - (b) will not provide relevant no-objections and will reject a proposal for award if it determines that the Bidder or Proposer:
 - (i) has directly or through an agent, engaged in any Prohibited Practice in competing for the contract in question;

SECTION VI - PROHIBITED PRACTICES AND OTHER INTEGRITY RELATED MATTERS

- (ii) is subject to a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, in accordance with Paragraph 4.04 (ii) of the Procurement Procedures for Projects Financed by CDB; or
 - (iii) is suspended or debarred by CDB for engaging in Prohibited Practices or against whom an MDB Debarment or MDB Cross-Debarment has been imposed, in accordance with Paragraph 4.04 (iii) of the Procurement Procedures for Projects Financed by CDB. Notwithstanding the above, CDB may in its sole discretion, following a formal request from the Recipient, provide a no-objection to a Shortlist, prequalification list or recommendation for award that includes a sanctioned Bidder(s) or Proposer(s) against whom an MDB Debarment or MDB Cross-Debarment has been imposed if so warranted by the circumstances and having regard for the integrity and other risks to CDB;
 - (c) may temporarily suspend an individual or entity from: (a) receiving a payment in respect of a CDB-financed project, to the extent contractually permissible, where to make the payment could result in harm to CDB; or (b) participating in or being awarded a contract for a project financed by CDB;
 - (d) will usually impose such sanctions as applicable including to cancel all or a portion of the CDB Financing allocated to a contract if it determines at any time that representatives of the Recipient or the Recipient engaged in Prohibited Practices during the procurement or the execution of that contract, without the Recipient having taken timely and appropriate action satisfactory to CDB to remedy the situation;
 - (e) may maintain on its website or other publicly accessible platforms a list of Firms and individuals debarred by CDB; and
 - (f) requires Bidders, Proposers, Firms, Suppliers, service providers, Contractors, sub-contractors, Consultants, sub-consultants, suppliers, project promoters, sponsors, beneficiaries of CDB financing and parties bound by special provisions pursuant to CDB financed contracts, as well as their respective officers, employees and agents to: (i) cooperate promptly, fully and in good faith with any audit or investigation conducted by CDB to determine whether any wrongdoing or integrity violation, specifically a Prohibited Practice has occurred, (ii) respond promptly and in reasonable detail to any notice from CDB, (iii) furnish documentary support for such response upon CDB's request; (iv) make available to CDB for interviews their employees and agents to respond to questions from any investigator, agent, auditor or consultant designated by the CDB to conduct an investigation; and (v) provide access to, inspect and make copies of their accounts and records and other documents relating to the Bid/Proposal submission, contract performance and to have them audited by auditors appointed by CDB and/or subjected to investigation by CDB's Office of Integrity, Compliance and Accountability.
2. With the specific agreement of CDB, a Recipient may introduce, into Bid forms for contracts financed by CDB, an undertaking of the Bidder/Proposer to observe, in competing for and executing a contract, the laws of the country in which the Project is being carried out against Prohibited Practices, as listed in the tender or ITB documents, and similar associated documents¹⁴. CDB will accept the introduction of such undertaking at the request of a BMC, provided the arrangements governing such undertaking are satisfactory to CDB.

¹⁴As an example, such an undertaking might read as follows: "We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against Prohibited Practices in force in the country of the [Purchaser or Employer], as such laws have been listed by the [Purchaser or Employer] in the Procurement Documents for this contract."