



GOVERNMENT OF JAMAICA

PRE-QUALIFICATION DOCUMENT

**PROVISION OF MANAGEMENT AND
OPERATIONAL SERVICES FOR**

GOVERNMENT

EMPLOYEES TRANSPORTATION SERVICE

2017 February

PRE-QUALIFICATION OF ENTITIES

A. PROJECT DESCRIPTION

The Ministry of Finance and the Public Service is seeking a qualified and suitable Contractor to provide management and operational services for the Government Employees Transportation Service (GETS) for a period of three (3) years.

This pre-qualification is being carried out to identify suitably qualified and experienced contractors with the capacity and competence to efficiently manage the Government Employees' Transportation Services . Tenders will be issued to qualified contractors immediately after the prequalification evaluation.

The services involves the management and operation of a fleet of approximately 14 buses inclusive of Toyota Coasters, Benz and Volvo buses on twelve routes, transporting Government employees within the Kingston Metropolitan area comprising Kingston, St. Andrew, Portmore and Spanish Town area. The buses are owned by the Government of Jamaica. The Contractor will be responsible for the safe and timely transportation of government employees to and from varied stipulated destinations in the mornings and evenings.

In addition the contractor will be responsible for the timely servicing of all units and ensures that units are kept in proper working conditions at all times.

All sections of this questionnaire are to be completed. Where the space provided for a question is not sufficient, additional information may be submitted on separate sheets.

It is understood and agreed that all information provided will be treated as confidential and will be used solely to determine the suitability of contractors to undertake the proposed services by the Procuring Entity.

B. ELIGIBILITY

Interested Contractors must provide information establishing that they are qualified to perform the above services, including proof of experience in carrying out similar projects.

Contractors wishing to be pre-qualified for this project must demonstrate the ability to satisfy **ALL** criteria listed below.

1. Copies of original documents - defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder. Valid Tax Compliance Certificate (TCC) and National Contracts Certificate (NCC).
2. General experience in the transport industry over the past five (5) years and specific experience on projects of similar nature completed within the past five (5) years.
3. Qualification and experience of key personnel.
4. Equipment Available
5. Financial Ability
6. Litigation History
7. Joint Venture Agreement if applicable

C. QUALIFICATION INFORMATION

1.0 IDENTIFY CONTRACTOR

Transportation Management

- 1.1 Name : _____
- 1.2 Address : _____
- 1.3 Tel/Fax : _____
- 1.4 E-mail : _____
- 1.5 Contact Person : _____

1.6 Authorized signatory

Name _____ Signature_____

2.0 EXPERIENCE

The Contractor shall list his experience in the following two (2) categories:

- I. General Experience in the transport industry – services performed as a prime Contractor over the last five (5) years. ***To be completed using Form 1 attached***
- II. Specific Transportation Management Experience – services of a similar size and nature (that is management of a private fleet while providing public transportation) performed over the last five (5) years. ***To be completed using Form 2 attached***

3.0 EQUIPMENT-

The Contractor shall demonstrate that it has the key pieces of equipment listed for maintenance of vehicles hereafter but not limited to;

Heavy duty tool kit (wrenches, sockets and ratchets)

Jack stands,

Engine Stands

3.0 REFERENCES

Please provide the names and contact information of three (3) past Clients for similar projects undertaken by your firm.

- 1. _____
- 2. _____
- 3. _____

4.0 KEY PERSONNEL

The Contractor shall provide qualifications and experience of key personnel for administration/management of contract and execution of services

Position	Years of Experience	No. of Similar Projects in last 5years
Project Manager		
Depot Manager		
Dispatcher/Customer Service		
Customer Service Officer		
Accountant		
Mechanic in Charge		

5.0 FINANCIAL SITUATION

5.1 Historical Financial Performance

(Each Contractor is required to submit Audited Financial Statements for the past five (5) years)

5.2 Average Annual Turnover *(To be submitted by Each Contractor for the past five (5) years)*

5.3 Financial Resources:

Using Forms 5 and 6, the Contractor must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet:

(i) the following cash-flow requirement:

the overall monthly cash flow requirements for this contract.

*(ii) The Applicant should demonstrate that he/she has available cash and/or credit facilities sufficient to meet the service delivery cash flow, net of other commitments, of **\$15,000,000.00 minimum at any given period during project;** execution and;*

5.4 The name, address, telephone, facsimile numbers, e-mail address and manager of bank(s) that may provide references if contacted by the Employer.

6.0 LITIGATION HISTORY

The Applicant shall state whether or not there is any litigation or arbitration resulting from contracts completed or under execution by him over the last five (5) years and provide accurate information in connection. A consistent history of awards against the Applicant or any partner of a joint venture may result in failure of application.

a) Give name and data about any transportation projects you have failed to complete *(List on a separate sheet)*.

b) The following questions pertain to both the business entity and to individuals in your organization while they were directors, officers, employees or otherwise associated with the organization. If the answer to any question is yes, please explain the circumstances and the final outcome. *Additional explanations and documents may be attached on a separate sheet.*

i) Has your organization/individual ever been named as a target in a criminal investigation conducted by the Attorney General of any Nation, a U.S. Attorney General, or an Attorney General of any other state?

ii) Has your organization/individual ever been indicted for bid rigging, collusion or bribery?

iii) Has your organization/individual ever been a party to criminal litigation regarding breach of the Road Traffic Act or any other associated policy?

iv) Has your organization/individual ever been a party to civil litigation, including arbitration, regarding violations of the Road Traffic Act, performance, accident claims, or administrative or other actions by civil authorities for ethics violations?

v) Has your organization/individual ever been convicted of bribery, attempted bribery, or conspiring to bribe, under laws governing the jurisdiction where services was performed?

vi) Has your organization/individual ever been found liable in any civil proceeding under a jurisdictions anti- trust statute?

vii) Has your organization/individual ever been a party to criminal litigation involved an alleged violation of business enterprise laws or regulations?

viii) Has your organization/individual ever plead "no contest" or entered a plea agreement in any criminal proceeding involving items i, ii, iii, v, or vi above?

ix) Has your organization/individual ever been suspended or debarred, either permanently or temporarily, from bidding on or contracting for any government projects?

x) Are there any suspension or debarment proceedings presently pending against your organization/individual?

c) Has any civil action been instituted against a performance or payment bond written by a surety on which you were named as a principal?

d) Has any claim for a mechanic's lien ever been filed on a project by any subcontractor having a contractual relationship with you, or by any other subcontractor?

e) Within the last two years, has any surety reduced your bonding capacity for construction projects?

f) Within the last two years, has any surety refused to furnish a performance or payment bond on your behalf?

g) Has any surety under any bond for which you were listed as a principal ever filed a claim against you or against any indemnitors under such bond? *If yes, provide details on a separate sheet.*

h) Has any owner ever terminated a contract with your organization by reason of default?

i) Within the last two years, has any owner of any project threatened to impose or imposed liquidated damages against your organization? *If yes, provide details on a separate sheet.*

j) Within the last two years, have you constructed any projects where the date of substantial completion was more than 30 days after the contract completion date as determined by the contract and any changes orders? *If yes, provide details on a separate sheet.*

k) Within the last 2 years, have you undertaken any projects where changes in the scope of works exceeded 10% of the contract price? *If yes, provide details on a separate sheet.*

l) Has any Owner filed a claim against you for damages to vehicles, poor performance, or breach of contract? If yes, provide details on a separate sheet.

m) Has any public body ever declined to award you a bid on the basis of a finding that your organization was not a responsible bidder? If yes, provide details on a separate sheet.

7.0 LETTER OF AUTHORIZATION

The applicant shall provide a letter of authorization containing the following statement “Your agency and its authorized representatives are hereby authorized to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Authorization will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application or with regard to the resources, experience and competence of the Applicant”.

D. EVALUATION & INSTRUCTIONS

For Contractors to qualify, they must obtain a minimum total score of 75%.

2.0 Experience of Prime Contractor (50%)

A) General Transport Industry experience

(30%)

No of Years	Points allocated
7 and over	30
6	25
5	20
4	15
3	10

B) Specific transportation management experience on similar projects within the past 7 years (20%)

Number of projects	Points allocated
4 and over	20.0
3	15.0
2	10.0
1	5.0
0	0.0

3.0 Key Personnel (40%)

A) General Experience (10%)

No of years	Points allocated
15 and over	25
10 to 14	20
5 to 9	15
1 to 4	10

B) Specific Experience on Similar Projects (20%)

No of projects	Points allocated
3 and over	20.0
2	15.0
1	10.0
0	0.0

C) Qualification (10%)

Qualification	Points allocated
MSc or Professional Registration	10
BSc	8
Diploma	6
Certificate	4

*Contractors require a minimum score of **50%** in each category and a minimum total score of **75%** to qualify*

General Transportation Industry Experience

Form 1

State clearly projects managed over the last seven (7) years

Item No.	Project Name	Contract Cost (US\$M)	Project Duration	Scheduled Completion	Actual Completion	Final Cost (US\$M)
1						
2						
3						
4						
5						
6						
7						
8						
9						
-						
-						
-						
n						

Specific Transportation Management and Operations Experience

Form 2

State clearly experience of execution of similar works over the last seven (7) years

Item No.	Project Name	Contract Cost (US\$M)	Project Duration	Scheduled Completion	Actual Completion	Final Cost (US\$M)
1						
2						
3						
4						
5						
6						
7						
8						
9						
-						
-						
-						
n						

Form 5

Current Contract Commitments / Works in Progress

Contractors should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current US\$ equivalent)	Estimated completion date	Average monthly invoicing over last six months (US\$/month)
1.				
2.				
3.				
4.				
5.				
etc.				

Form 6

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total yearly cash flow demands of the subject contract s as indicated in Section D, Clause 6.3, Financial Resources

Source of financing	Amount \$
1.	
2.	
3.	
4.	

Responses must be submitted in hard copy in sealed envelopes and deposited in the tender box located in the Customer Service Area Block D, Ministry of Finance and the Public Service, 30 National heroes Circle, Kingston 4. The deadline for submission of responses is February 24, 2017 at 10:00 am.

Envelop should be addressed;

Director Procurement

Ministry of Finance and the Public Service,

30 National Heroes Circle Kingston 4

Late submissions will not be accepted and will be returned to the bidder unopened.