

Request for Information Document Works

Table of Contents

Section I - Instructions to Contractors	2
Section II - Qualification Criteria and Requirements	7
Section III - Application Forms	9

Section I - Instructions to Contractors

Contents

A. General	3
1. Introduction.....	3
2. Scope of Application	3
B. Contents of the RFI Document	4
3. Sections of RFI Document	4
C. Preparation of Applications.....	4
4. Documents Comprising the Application.....	4
5. Documents Establishing the Qualifications of the Contractor.....	5
D. Submission of Applications	5
6. Deadline for Submission of Applications	5
E. Procedures for Evaluation of Applications.....	5
7. Confidentiality	5
8. Clarification of Applications.....	5
F. Evaluation of Applications and Inclusion of Contractors in the Database	5
9. Evaluation of Applications	5
10. Inclusion of Contractors in the Database	6

A. General

<p>1. Introduction</p>	<p>1.1 The National Recovery Program Bureau (NRPB) has decided to create a Database of Contractors in order to have readily available information on qualified contractors to whom Requests for Quotations (RFQ) may be issued when procuring the various civil works contracts for Private Houses and/or Public Buildings Repairs that will be contracted in the framework of the Emergency Recovery Project I (ERP I). ERP I aims at repairing infrastructure damaged by Hurricane Irma.</p>
	<p>1.2 The RFQ method is described in the “World Bank Procurement Regulations for IPF Borrowers, Revised on November 1, 2017”, which is accessible at: http://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#SPD. Its more relevant paragraphs related to RFQ are copied below:</p> <div style="border: 1px solid black; padding: 5px;"> <p>“Request for Quotations</p> <p>6.7 A RFQ is a competitive method that is based on comparing price quotations from firms. This method may be more efficient than the more complex methods for procuring limited quantities of readily available off-the-shelf Goods or Non-consulting Services, standard specification commodities, or simple civil Works of small value.”</p> <p>“Annex XII -- 5. Requests for Quotations</p> <p>5.1 Quotations should be obtained through advertisement or, when limited competition is justified, through a request for quotations (RFQ) to a limited number of firms. To ensure competition, the Borrower should request quotations normally from not fewer than three (3) firms.</p> <p>5.2 Firms shall be given sufficient time to prepare and submit their quotations. RFQs shall include the description, quantity, delivery period, location of the Goods, Works and Non- consulting Services, including any installation requirements, as appropriate. The request shall also indicate the deadline for submission of quotations and specify that quotations may be submitted by letter, facsimile or by electronic means.</p> <p>5.3 The evaluation of the quotations and contract award shall be carried out according to the criteria specified in the RFQ. The terms of the accepted quotation shall be incorporated in a contractually binding document. The Borrower shall keep records of all proceedings regarding RFQs.”</p> </div>
<p>2. Scope of</p>	<p>2.1 In order to build the above-mentioned Database, NRPB issues</p>

Application		this Request for Information Document (“RfI Document”) to Contractors interested in being included in the Database.							
	2.2	The Database will comprise the following two (2) areas of Contractors’ expertise: (i) Single Family Homes and (ii) Apartments (which includes other buildings to host persons).							
	2.3	For the purposes of this RfI Document, Single Family Homes are only those houses having roofs made of Corrugated Galvulum Zinc, Aluzinc Sheet Roof or similar; while Apartments are those houses located in multistory buildings or which roofs are made of concrete.							
	2.4	Also, one (1) apartment is deemed equivalent to 80 m2 of other buildings to host persons (i.e., hospitals, offices, schools, hotels, etc.), and one (1) “house” is considered equivalent to 80 m2 of apartments or any of those other buildings plus 80 m2 of roofs made of Corrugated Galvulum Zinc. Aluzinc Sheet Roof or similar in any kind of building.							
	2.5	The Database will also contemplate the following three (3) Contractors’ sizes: (i) Small, (ii) Medium and (iii) Big. Contractors may have the opportunity to be awarded contracts up to the amounts indicated below, per each of the above-referred sizes. The contracting capacity is the aggregate annualized amount of the contracts a contractor included in the database may be awarded.							
		<table border="1"> <thead> <tr> <th>Sizes</th> <th>Contracting Capacity (US\$)</th> </tr> </thead> <tbody> <tr> <td>(i) Small</td> <td>500,000</td> </tr> <tr> <td>(ii) Medium</td> <td>1,500,000</td> </tr> <tr> <td>(iii) Big</td> <td>3,000,000</td> </tr> </tbody> </table>	Sizes	Contracting Capacity (US\$)	(i) Small	500,000	(ii) Medium	1,500,000	(iii) Big
Sizes	Contracting Capacity (US\$)								
(i) Small	500,000								
(ii) Medium	1,500,000								
(iii) Big	3,000,000								
2.6	The combination of the two (2) areas of Contractors’ expertise and the three (3) Contractors’ sizes results in the six (6) categories contemplated in the Database: (i) Small -- Single Family Homes, (ii) Small -- Apartments, (iii) Medium-- Single Family Homes, (iv) Medium -- Apartments, (v) Big -- Single Family Homes and (vi) Big -- Apartments.								
B. Contents of the RfI Document									
3. Sections of RfI Document	3.1	This RfI Document Comprises the sections indicated below. <ul style="list-style-type: none"> • Section I - Instructions to Contractors (ITA) • Section II – Qualification Criteria and Requirements • Section III - Application Forms 							
C. Preparation of Applications									
4. Documents Comprising the Application	4.1	The Application shall comprise the following: <p>(a) Application Submission Letter, as provided in Section III (Application Forms). This Letter must be completed</p>							

	<p>without any alteration to its format;</p> <p>(b) Qualifications: documentary evidence establishing the Contractor’s qualifications, in accordance with ITA 5.</p>
5. Documents Establishing the Qualifications of the Contractor	5.1 To establish its qualifications to perform the contract(s) in accordance with Section II, Qualification Criteria and Requirements, the Contractor shall provide the information requested in the corresponding Information Sheets included in Section III (Application Forms).
D. Submission of Applications	
6. Deadline for Submission of Applications	6.1 Contractors may submit their Applications by mail to Procurement@sintmaartengov.org , no later than the deadline for Application submission, which is: <i>June 3, 2019</i> .
E. Procedures for Evaluation of Applications	
7. Confidentiality	7.1 Information relating to the Applications, their evaluation and results shall not be disclosed to contractors or any other persons not officially concerned with the process.
8. Clarification of Applications	8.1 To assist in the evaluation of Applications, NRPB may, at its discretion, ask a Contractor for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from NRPB and all clarifications from the Contractor shall be in writing.
	8.2 If a Contractor does not provide clarifications and/or documents requested by the date and time set in NRPB’s request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.
F. Evaluation of Applications and Inclusion of Contractors in the Database	
9. Evaluation of Applications	9.1 NRPB shall use the factors, methods, criteria, and requirements defined in Section II, Qualification Criteria and Requirements, to evaluate the qualifications of the Contractors, and no other methods, criteria, or requirements shall be used. To be found qualified in a category the Contractor shall meet all the qualification requirements defined in Section II for such a category. NRPB may waive minor deviations from the Qualification criteria if they do not materially affect the technical capability and financial resources of a Contractor to perform the Contracts.

	9.5 Only the Qualifications of the Contractor shall be considered. The Qualifications of other firms, including the Contractor's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Contractor shall not be considered.
10. Inclusion of Contractors in the Database	10.1 All Contractors which Applications substantially meet or exceed the specified Qualification requirements for at least one (1) category will be included in the database by NRPB.

Section II - Qualification Criteria and Requirements

This section contains all the methods, criteria, and requirements that NRPB 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.

Qualification Criteria			Document/ Form								
No.	Subject	Requirement	Submission Requirement								
1.1	Contractor Information	Contractor Information Form	Form ELI -1								
3.1	Financial Capabilities	<p>(i) The Contractor 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), net of the Contractor's other commitments, sufficient to meet the construction cash flow requirements indicated in the table below for each of the categories:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Categories</th> <th style="text-align: center;">Requirement (US\$)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,</td> <td style="text-align: center;">60,000</td> </tr> <tr> <td style="text-align: center;">(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,</td> <td style="text-align: center;">180,000</td> </tr> <tr> <td style="text-align: center;">(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.</td> <td style="text-align: center;">360,000</td> </tr> </tbody> </table> <p>(ii) The Contractor shall also demonstrate, to the satisfaction of NRPB, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p>	Categories	Requirement (US\$)	(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	60,000	(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	180,000	(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	360,000	Form FIN – 3.1
Categories	Requirement (US\$)										
(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	60,000										
(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	180,000										
(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	360,000										
3.2	Average Annual Construction Turnover	<p>Minimum average annual construction turnover indicated below for each category, calculated as total certified payments received for contracts in progress and/or completed within the last three (3) years, divided by three (3) years.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Categories</th> <th style="text-align: center;">Requirement (US\$)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,</td> <td style="text-align: center;">780,000</td> </tr> <tr> <td style="text-align: center;">(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,</td> <td style="text-align: center;">2,300,000</td> </tr> <tr> <td style="text-align: center;">(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.</td> <td style="text-align: center;">4,600,000</td> </tr> </tbody> </table>	Categories	Requirement (US\$)	(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	780,000	(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	2,300,000	(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	4,600,000	Form FIN – 3.2
Categories	Requirement (US\$)										
(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	780,000										
(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	2,300,000										
(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	4,600,000										
4.1	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last three (3) years, starting 1 st January 2016.	Form EXP – 4.1								
4.2 (a)	Specific Construction	A minimum number of one (1) similar contract that has been satisfactorily and substantially ¹ completed as a prime contractor, joint venture member ² ,	Form EXP 4.2(a)								

¹ Substantial completion shall be based on 80% or more works completed under the contract.

² For contracts under which the Contractor participated as a joint venture member or sub-contractor, only the Contractor's share, by

Qualification Criteria			Document/ Form														
No.	Subject	Requirement	Submission Requirement														
	& Contract Management Experience	<p>management contractor or subcontractor between 1st January 2016 and Application submission deadline. Similarity shall be based upon the object of the contract and its amount, as follows:</p> <p>Object of the Contract: Construction, refurbishment or renovation of Single-Family Homes and/or Apartments. Definitions and equivalences of ITA 2.3 and 2.4 apply to 4.2 (a) requirements, to the extent that all works were part of one (1) contract.</p> <p>Contract Amount:</p> <table border="1"> <thead> <tr> <th>Categories</th> <th>Contract Amount (US\$)</th> </tr> </thead> <tbody> <tr> <td>(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,</td> <td>380,000</td> </tr> <tr> <td>(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,</td> <td>1,150,000</td> </tr> <tr> <td>(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.</td> <td>2,250.000</td> </tr> </tbody> </table>	Categories	Contract Amount (US\$)	(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	380,000	(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	1,150,000	(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	2,250.000							
Categories	Contract Amount (US\$)																
(i) Small -- Single Family Homes and/or (ii) Small -- Apartments,	380,000																
(iii) Medium-- Single Family Homes and/or (iv) Medium -- Apartments,	1,150,000																
(v) Big -- Single Family Homes and/or (vi) Big -- Apartments.	2,250.000																
4.2 (b)		<p>For the above and any other contracts substantially completed as prime contractor, joint venture member, or sub-contractor between 1st January 2016 and Application submission deadline, a minimum construction experience in the following key activities successfully completed³:</p> <table border="1"> <thead> <tr> <th>Categories</th> <th>Rate of Annual Production (in any 12-month period in the specified period)</th> </tr> </thead> <tbody> <tr> <td>(i) Small -- Single Family Homes</td> <td>Seven (7) Single Family Homes</td> </tr> <tr> <td>(ii) Small -- Apartments</td> <td>Seven (7) Apartments</td> </tr> <tr> <td>(iii) Medium-- Single Family Homes</td> <td>Twenty (20) Single Family Homes</td> </tr> <tr> <td>(iv) Medium -- Apartments</td> <td>Twenty (20) Apartments</td> </tr> <tr> <td>(v) Big -- Single Family Homes</td> <td>Forty (40) Single Family Homes</td> </tr> <tr> <td>(vi) Big -- Apartments</td> <td>Forty (40) Apartments</td> </tr> </tbody> </table> <p>Definitions and equivalences of ITA 2.3 and 2.4 apply to 4.2 (a) requirements, to the extent that all works were completed within the same 12-month period.</p>	Categories	Rate of Annual Production (in any 12-month period in the specified period)	(i) Small -- Single Family Homes	Seven (7) Single Family Homes	(ii) Small -- Apartments	Seven (7) Apartments	(iii) Medium-- Single Family Homes	Twenty (20) Single Family Homes	(iv) Medium -- Apartments	Twenty (20) Apartments	(v) Big -- Single Family Homes	Forty (40) Single Family Homes	(vi) Big -- Apartments	Forty (40) Apartments	Form EXP – 4.2 (b)
Categories	Rate of Annual Production (in any 12-month period in the specified period)																
(i) Small -- Single Family Homes	Seven (7) Single Family Homes																
(ii) Small -- Apartments	Seven (7) Apartments																
(iii) Medium-- Single Family Homes	Twenty (20) Single Family Homes																
(iv) Medium -- Apartments	Twenty (20) Apartments																
(v) Big -- Single Family Homes	Forty (40) Single Family Homes																
(vi) Big -- Apartments	Forty (40) Apartments																
5.1	Project Manager	The Contractor must demonstrate that it will have a suitably qualified Project Manager: a professional holding a Master's degree in Civil Engineering or Architecture, with seven (7) years' experience in housing projects.	Form PER – 1														

value, and role and responsibilities shall be considered to meet this requirement.

³ Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Section III - Application Forms

Table of Forms

Application Submission Letter	10
Contractor Information Form.....	11
Financial Situation and Performance	12
Average Annual Construction Turnover.....	14
General Construction Experience	15
Construction Experience in Key Activities.....	18
Project Manager Resume and Declaration.....	20

Application Submission Letter

Date: *[insert day, month, and year]*
Inclusion in the Database of Contractors

To: National Recovery Program Bureau (NRPB)

We, the undersigned, apply to be included in the Database of Contractors and declare that:

- (a) **No reservations:** We have examined and have no reservations to the Request for Information Document.
- (b) **Not bound to accept:** We understand that you may cancel the process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Contractors to submit quotations for the contracts subject of this Registration process, without incurring any liability to the Contractors.
- (c) **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.

We apply to be included in the database under the following category(ies):

Categories	We Apply (Yes/No)
(i) Small -- Single Family Homes	
(ii) Small -- Apartments	
(iii) Medium-- Single Family Homes	
(iv) Medium -- Apartments	
(v) Big -- Single Family Homes	
(vi) Big -- Apartments	

Signed *[insert signature(s) of an authorized representative(s) of the Contractor]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of:

Contractor's

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

Form ELI -1 Contractor Information Form

Date: *[insert day, month, year]*
Inclusion in the Database of Contractors

Contractor's name <i>[insert full name]</i>
Contractor's actual country of registration: <i>[indicate country of Constitution]</i>
Contractor's actual year of incorporation: <i>[indicate year of Constitution]</i>
Contractor's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Contractor's authorized representative information Name: <i>[insert full 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>

Form FIN – 3.1 Financial Situation and Performance

Contractor's Name: *[insert full name]*
Date: *[insert day, month, year]*
Inclusion in the Database of Contractors

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in USD)				
	Year 1	Year 2	Year 3	Year4	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					

2. Sources of Finance

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 (US\$)
1		
2		
3		

Form FIN - 3.2

Average Annual Construction Turnover

Contractor's Name: *[insert full name]*
 Date: *[insert day, month, year]*
 Inclusion in the Database of Contractors

Annual turnover data (construction only) (*)	
Year	USD
<i>[indicate calendar year]</i>	
	Average Annual Construction Turnover *

* Total USD for all years divided by the total number of years. See Section II, Qualification Criteria and Requirements, 3.2.

Form EXP - 4.1 General Construction Experience

Contractor's Name: *[insert full name]*
Date: *[insert day, month, year]*
Inclusion in the Database of Contractors

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

Starting Year	Ending Year	Contract Identification	Role of Contractor
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Contractor: <i>[describe works performed briefly]</i> Amount of contract: <i>[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 Contractor: <i>[describe works performed briefly]</i> Amount of contract: <i>[US\$]</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 Contractor: <i>[describe works performed briefly]</i> Amount of contract: <i>[US\$]</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)

Specific Construction and Contract Management Experience

Contractor's Name: *[insert full name]*
Date: *[insert day, month, year]*
Inclusion in the Database of Contractors

Similar Contract No. <i>[insert number] of [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, e.g., 15 June, 2016]</i>			
Completion date	<i>[insert day, month, year, e.g., 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"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount]</i>		US\$	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount]</i>	<i>[insert total contract amount in US\$]</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.)
Specific Construction and Contract Management
Experience (cont.)

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section II:	
1. Amount	<i>[insert amount in US\$ in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>

Form EXP - 4.2(b)

Construction Experience in Key Activities

Contractor's Name: *[insert full name]*

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

Inclusion in the Database of Contractors

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

Total Quantity of Activity under the contract: _____

Information				
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2016]</i>			
Completion date	<i>[insert day, month, year, e.g., 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"/>	Sub- contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount]</i>		US\$	
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				
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

3.

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

Form PER-1: Project Manager Resume and Declaration

Contractor's Name: *[insert full name]*

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

Inclusion in the Database of Contractors

Name of Contractor		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Job details	Address of employer:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>