
Annex I : COVERING LETTER FORMAT

[Date]

Secretary

Provincial Ministry of Local Government, Northern Province,

Dear Sir,

**SUB: LETTER OF APPLICATION: “TO DEVELOP A MASTER PLAN
FOR IMPROVING WASTE MANAGEMENT IN JAFFNA DISTRICT, SRI LANKA”**

1. We, the undersigned duly authorities to represent and act on behalf of [.....] (“the Applicant”), and having reviewed and fully understood all information provided in the pre-qualification documents (EOI document), hereby apply to be pre-qualified as a bidder for the MASTER PLAN FOR IMPROVING WASTE MANAGEMENT IN JAFFNA DISTRICT.
2. We are hereby submitting our application including the following:
 - Covering Letter for the EOI Application in the prescribed format (Annex I)
 - Power of Attorney as per the prescribed format [Annex II and Annex III]
 - Copy of the MoU [in case of a Consortium]
 - Copy of Company Registration
 - Last three years audited final accounts
 - Letter of satisfaction from the clients
 - Experience in Similar Jobs (not more than 10 projects within last ten years, Annex IV)
 - Our application is valid till [date in figures and words]
3. The Lead member of Applicant is [.....]. [*in case of Consortium*]
4. The Ministry of Local Government, Northern Province and its authorized representatives are hereby authorized to conduct any inquiries 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 Application will also serve as authorization to any individual or authorized representative of any entity referred to in the supporting information, to provide such information deemed necessary and requested by yourself to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the applicant.
5. We understand that;
 - a. All information submitted under this letter of application shall remain binding upon us at the time of bidding.
 - b. Ministry of Local Government (NP) may in their absolute discretion reject or accept any application, cancel the pre qualification process, and reject all applications.

6. We declare that we have not been barred by the Government of Sri Lanka or any of its agencies from participating in projects either individually or as a member of a consortium.
7. We declare that all statements made by us and all the information pursuant to this Letter of Application are complete, true and accurate to the best of our knowledge and beliefs.

For and on behalf of (Name of Applicant or Lead member of Consortium)

Signed.....

Name.....

Annex II

Response Sheet No.1 (to be filled by each member in case of a consortium)

Details of Applicant/ Members of consortium

1. .
 - a. NAME
 - b. Address of the corporate headquarters and its branch office(s), if any, in Sri Lanka.
 - c. Date of incorporation and / or commencement of business. (copy of business registration(s) to be attached)
2. Brief description of the Company including details of its main lines of business and responsibilities in this Project.
3. Details of individual (s) who will serve as the point of contact/communication within the Company:
 - a. Name:
 - b. Designation:
 - c. Company:
 - d. Address:
 - e. Telephone Number:
 - f. E-mail Address:
 - g. Fax Number:
4. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Applicant
 - a. Name:
 - b. Designation:
 - c. Address:
 - d. Telephone Number:
 - e. E-mail Address:
 - f. Fax Number:

Annex III

Consortium Information

A copy of the MoU must be attached to Form 2. In case the MoU is not acceptable to Ministry of Local Government (NP) the Consortium may be requested to modify the MoU accordingly.

Parties to the Consortium	Equity	Proposed Role (Investor, operator, contractor, etc)
1. Lead Member		
2. Member		
3. Member		
4. Member		

Annex IV

Project Details

Member Name (3) :

Project Name :

	Refer Construction	Applicant to fill up the details here			
Year					
Title & Nature of the Project (describe briefly on items specified in section 3.2.1)					
Entity for which the project was constructed / developed					
Location					
Project Cost / Construction cost		Date	Cost in original currency	Exchange rate	US \$ equivalent
Date of commencement of Project/Contract					
Date of Completion / Commissioning					
Equity Shareholding					
Environmental Certification (if Applicable)					

Instructions:

1. Applicants including members of a consortium are expected to provide information in respect of projects that it considers relevant to the proposed project. Information provided in this section will be used to evaluate of experience of the applicant.
2. A separate sheet should be filled for each of the Projects.
3. Member Name: In case of a single entity Applicant Indicate the name of the Applicant. In case of a consortium indicate the name of the member whether it is the Lead member = LM or Member = M
4. Figures may be provided for a given financial year.
5. Own/Government Agency / Client (in case of construction contract). Details such as name, address and contact details need to be provided.
6. Project Cost should be provided for project development experience. In case of construction activities cost of construction work should be provided.
7. For the project development experience date of commissioning should be provided. In case of construction work date of completion should be provided.
8. Equity shareholding of the Applicant in the project as on the date of commissioning needs to be given.(if applicable)
9. Give details of any Master Planning certifications obtained for the project listed.

ANNEX V: Format for Power of Attorney for Signing of Application

Power of Attorney

Know all men by these presents, we(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms (name and residential address) who is presently employed with us and holding the position of as our or attorney, to do in our name and holding the position of as our or attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for the **CONSULTANCY SERVICE TO DEVELOP A PLAN FOR IMPROVING WASTE MANAGEMENT SYSTEM FOR JAFFNA DISTRICT**, including signing and submission of all documents and providing information / responses to Ministry of Local Government (NP), representing us in all matters before the Ministry of Local Government (NP), and generally dealing with Ministry of Local Government (NP) in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

Accepted

..... (Signature)

(Name, Title and Address)
of the Attorney

Note:

- *To be executed by all the members in case of a Consortium*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s)s and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

ANNEX VI: Format for Power Of Attorney for Lead Member of Consortium

Power of Attorney

Whereas the PMLG has invited applications from interested parties for the **PLAN FOR IMPROVING WASTE MANAGEMENT SYSTEM FOR JAFFNA DISTRICT**, ("THE PROJECT")

Whereas, the members of the consortium are interested in bidding for the project and implementing the Project in accordance with the terms and conditions of the EOI Document, and other connected documents in respect of the Project, and

Whereas, it is necessary under the EOI Document for the members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT;

We, M/s. -----, M/s ----- M/s. ----- and M/s ----- (the respective names and addresses of the registered office) do hereby designate M/s ----- being one of the members of the consortium, all or any of the acts, deeds or things necessary or incidental to the Consortium's bid for the Project, including submission of application/ proposal, participating in conferences, responding to queries, submission of information / documents and generally to represent the Consortium in all its dealings with the Ministry of Local Government (NP), any other Government Agency or any person, in connection with the Project until culmination of the process of bidding and thereafter till the Agreement is entered into with the Ministry of Local Government (NP).

We hereby agree to ratify all acts, deeds and things lawfully done by Lead Member, our said attorney, pursuant to this power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and always be deemed to have been done by us/consortium.

Dated this theDay of2014

.....

(Executants)

(To be executed by all the members of the Consortium)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.