



**GOVERNMENT OF BAHAMAS  
PUBLIC BUILDING AND SCHOOLS ENERGY RETROFIT**

**1.0 Organisation**

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

**2.0 Type of Business Organisation**

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

**2.1 CORPORATION**

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

**2.2 PARTNERSHIP/LIMITED PARTNERSHIP**

1.	Location Partnership Formed	
2.	Date of Formation	
3.	Term of Partnership	
4.	Partners' Names, Addresses and Interests Held	



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**2.3 SOLE PROPRIETORSHIP**

1.	Years in Business:	
2.	Name(s) under which you do business:	

**2.4 COUNTRY(IES) IN WHICH LICENSED TO DO BUSINESS**

1.	National/Nationwide or List Countries:	

**2.5 PROJECT/JOBSITE INFORMATION**

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

**2.6 VALID TAX COMPLIANCE CERTIFICATE**

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



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**3.0 Banking Information**

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

***NB: Please provide a letter giving Ministry of Environment and Housing authority to seek references from the Bidder's bankers***

**4.0 Bonding Information**

1.	Name of Bonding Company	
2.	Address	
3.	Contact Name/Title	
4.	Telephone	
5.	E-mail	
6.	Bonding Capacity in US\$	

**5.0 Insurance Information**

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



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**6.0 Financial Information**

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

**6.1 PROJECT EXPERIENCE – ENERGY AUDIT**

List descriptions of 3 reference Energy Audits delivered in the past five (5) years:

<b>1.</b>	<b>PROJECT 1 – ENERGY AUDIT</b>	
	Project Name	
	Project Location	
	Owner's Name/Location	
	Owner's Contact	Name:
		Address:
		Phone/e-mail:
	Architect/Engineer	Company Name:
		Location:
		Contact Name/Phone/e-mail:
	Contract Amount	\$
	Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date	
	Description of Work Performed (Energy Bill Analysis, Site Walk-a-bouts, Provision of Cost and Savings Analysis.)	



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<b>2.</b>	<b>PROJECT 2 – ENERGY AUDIT</b>
	Project Name
	Project Location
	Owner's Name/Location
	Owner's Contact
	Name:
	Address:
	Phone/e-mail:
	Architect/Engineer
	Company Name:
	Location:
	Contact Name/Phone/e-mail:
	Contract Amount
	\$
	Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date
	Description of Work Performed (Energy Bill Analysis, Site Walk-a-bouts, Provision of Cost and Savings Analysis.)

<b>3.</b>	<b>PROJECT 3 – ENERGY AUDIT</b>
	Project Name
	Project Location
	Owner's Name/Location
	Owner's Contact
	Name:
	Address:
	Phone/e-mail:
	Architect/Engineer
	Company Name:
	Location:
	Contact Name/Phone/e-mail:
	Contract Amount
	\$
	Type of Contract (i.e., firm lump sum, cost plus, unit price, etc.) & Completion Date
	Description of Work Performed (Energy Bill Analysis, Site Walk-a-bouts, Provision of Cost and Savings Analysis.)

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



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ENERGY EFFICIENCY ENGINEERING AND DESIGN

<b>1.</b>	List the industry design tools and versions that you have licensed products to use:		
<b>2.</b>	How many of the following resources do you have dedicated to energy efficiency engineering/design and how many years of relevant industry experience do they have on average?		
	Total Professional Engineers (by discipline):	No.:	Average years of industry experience:
	Protection & Control		
	Electrical		
	Civil/Structural		
	Other Disciplines		
	Designers		
	Project Managers		
	Procurement Professionals		
<b>3.</b>	Provide a copy of your Company Engineering/Design Quality Control process.		
<b>4.</b>	Provide recent examples that your Engineering/Contractor Team performed for Solar PV project work in the <i>Caribbean</i> .		



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**6.2 PERSONNEL**

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

**6.3 SUBCONTRACTORS**

What portion of your contracts do you typically subcontract? \_\_\_\_\_%

**6.4 EQUIPMENT**

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

**6.5 SCHEDULING**

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

**6.6 COMPLETION SCHEDULE**

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

**7.0 Health and Safety Information**

Does your company have a written Environmental, Health & Safety (EHS) Program?  
 Yes       No

If yes, please provide a copy as an attachment.

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

**8.0 Financial Statements**

**NB: Any company whose financial statements are provided would have to be a party to the EPC contract with the Government of The Bahamas**

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

- Financial statement



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- Annual revenue
- Cash on hand

**9.0 Legal**

**Litigation**

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

**10.0 Conflict of Interest**

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