

Jordan Insurance Federation

Nationwide Electronic Motor Insurance System

NEMIS

Application For Pre-Qualification

November 2003

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1. Project Information

<u>Project Name</u>	:	National Electronic Motor Insurance System
<u>Short Name</u>	:	NEMIS
<u>Project Owner</u>	:	Jordan Insurance Federation (JOIF)
<u>Implementation</u>	:	1 st Quarter 2004
<u>Funding</u>	:	Internal
<u>Status</u>	:	Bidders' Pre-Qualification
<u>Submittal Deadline</u>	:	Thursday, December 11 th 2003 @ 13:00 p.m.
<u>Submit To</u>	:	Mr. Maher Al-Hussein The Secretary General Jordan Insurance Federation P.O.Box 1990 Amman – 11118 – Jordan Tel: 5689266, Fax: 5689510 (Opposite The Royal Cultural Center)
<u>Instructions</u>	:	One signed original and three copies must be submitted. Applicants can pre-qualify for one more specialization. JOIF decision shall be final and not subject to appeal. Only pre-qualified applicants will be invited to bid. Any additional information, other than requested in the application will not be taken into consideration
<u>Required Specializations:</u>	:	Install, Manage & Support Nationwide Frame Relay Network Supply, Install & Support Servers, PCs and Printers Supply, Install & Support Encryption Equipment Supply, Install & Support LAN Equipment Supply, Install & Support System SW Design, Develop & Implement Browser Based Applications SW

2. Applicant(s)

	Name(s) of candidate(s)	Nationality ⁽³⁾
Leader		
Partner #1		
Partner #2		
Partner #3		

Notes:

1. Add / delete additional lines for partners as appropriate.
2. A sub-contractor is not considered to be a partner for the purposes of this application. Individual candidates should submit as 'Leader'.
3. Total number of partners is limited to (3) for each application.
4. Country in which the company is registered.

3. Contact Person For This Application

Name	
Company	
Postal Address	
Telephone Number	
Fax Number	
Mobile Phone Number	
e-mail Address	

4. Financial Standing Of Applicant(s)

The following financial information is required from audited accounts.

If for any reason, audited accounts are not yet available, estimates will be sufficient.

Figures must be on the same basis to allow a direct, year-on-year comparison to be made.

	Financial Info	2000	2001	2002
Leader *	Turnover (JD)			
	Operating profit (JD)			
	Debt To Equity ratio			
Partner 1	Turnover (JD)			
	Operating profit (JD)			
	Debt To Equity ratio			
Partner 2	Turnover (JD)			
	Operating profit (JD)			
	Debt To Equity ratio			
Partner 3	Turnover (JD)			
	Operating profit (JD)			
	Debt To Equity ratio			

Notes:

1. Add / delete additional lines for partners as appropriate.
2. A sub-contractor is not considered to be a partner for the purposes of this application. Individual candidates should submit as 'Leader'.
3. Total number of partners is limited to (3) for each application.

5. Human Resources

The following HR statistics are required for the stated years.

	Average Staff	2001		2002		2003	
		Total	# related to this bid	Total	# related to this bid	Total	# related to this bid
Leader	Permanent						
	Other						
Partner 1	Permanent						
	Other						
Partner 2	Permanent						
	Other						
Partner 3	Permanent						
	Other						

Notes:

1. Add / delete additional lines for partners as appropriate.
2. A sub-contractor is not considered to be a partner for the purposes of this application. Individual candidates should submit as 'Leader'.
3. "Permanent" means staff directly employed by the applicant.
4. "Other" means staff not directly employed by applicant, e.g. Part Time or Job Basis.

6. Fields Of Specialization

This information is required for all partners.

	Leader	Partner 1	Partner 2	Partner 3
Install, Manage & Support Frame Relay WAN				
Supply, Install & Support Servers, PCs, Printers				
Supply, Install & Support Encryption Equipment				
Supply, Install & Support LAN Equipment				
Supply, Install & Support (RDMS, OS...etc)				
Design, Develop & Implement Browser Based Applications				

Notes:

1. Add / delete additional lines for partners as appropriate.
2. A sub-contractor is not considered to be a partner for the purposes of this application. Individual candidates should submit as 'Leader'.
3. "Required Specializations" are the same as those listed in Section 1.General above.

7. Relevant Experience

A summary of major projects (during the past three years) relevant only to this bid is required. The table can be copied and repeated to list a total number of references not exceeding twelve (12) references for the complete application.

Ref. # (Max 12)			
Project Title	Client	Project Description	
Applicant Name	Products/Services Provided		
Project Value (JD)	% By Applicant	# Of Staff Allocated	Funding
			Internal Or External

8. Formal Declaration(s)

The Leader as well as each partner must submit an original declaration reproduced on their respective letterheads in the format listed below.

Mr. Maher Al-Hussein
The Secretary General
Jordan Insurance Federation
Amman - Jordan

December 8th 2003.

Dear Sir,

In response to your notice, we hereby confirm that we intend to submit a tender for the above bid if we are invited to do so by JOIF.

We hereby declare that we, (*insert name of applicant*):

- Are submitting this application in our own right and on an individual basis or as a partner in a consortium led by (*insert name of leader*) for this bid.
- We confirm that we are not participating in any other application for the same bid whatever the form of the application (as a partner - or a leader - or as a sub-contractor to any applicant); and
- Have no potential declared (or undeclared) conflicts of interests or any relation with other applicants or other parties in this bid procedure at the time of the submission of this application; and
- Will inform the JOIF immediately in writing if there is any change in the above circumstances at any stage during the implementation of a contract arising from this bid; and
- Fully aware and accept that any inaccurate or incomplete information deliberately provided by us in this application may result in our exclusion from this bid.

Sincerely Yours,

(*Authorized Signature*)

(*Name & Position Of Authorized Signatory*)

(*Company Seal*)