

**PRE-QUALIFICATION REQUIREMENTS FOR TIMBER SALE AND FOREST
MANAGEMENT CONTRACTS**

FOR ORDINARY LICENSES

Is the applicant facing an impending bidding deadline? Yes or No	
Date of deadline	

Part I: Company Information

1. Applicant	
Write the full name of the applicant organization applying to pre-qualify	
Full Name:	
Write the full contact address of the applicant organization	
Address	
PO Box	
Tel: (office)	
Tel: (mobile)	
Email:	
Company Representatives:	
Company Representative:	
Phone Number:	
Cell Phone Number:	
Company Media Contact	
Phone Number:	
Cell Phone Number:	

2. Logging record				
a.) List all previous logging experience by the applicant involved with the applicant, in the past 10 years (list both foreign and local operations). Additional pages may be attached if more space is needed to provide written information. Clearly identify each additional page with question number. For example: "Information for Part I, Logging record a.):"				
Type of Contract	Area (Location of contract):	Size (km2):	Date Issued:	Expiration Date:

b.) Technical Persons Employed by Company and Qualifications for last 10 Years (List both foreign and local operations). Additional pages may be attached if more space is needed to provide written information. Clearly identify each additional page with question number. For example: “Information for Part I; Logging record, b.) Technical Persons Employed by company:”

Name of employee:	Employed as:	Period of employment:	Qualifications:	Location of employment:

3. In which size category does the applicant organization wish to participate in the competitive bidding allocation? Tick the appropriate box.

TSC (0 – 5000 ha)	
Small FMC (50,000 – 99,999 ha)	
Medium FMC (100,000 – 249,999 ha)	
Large FMC (250,000 – 400,000 ha)	

4. Forest certification (for FMC’s only)

For a FMC you will be required to commence the process to obtain forest certification within the first 5 years of the contract. Attach an affidavit of confirmation between applicant company and the FDA indicating that the company intends to pursue forest certification for the contract area.

If the company currently has a forest certification provide a copy.

Part II: Questionnaire for Pre-qualification (“YES” or “NO” answer)

Pre-Qualification Requirement	Yes	No	Not Applicable
1. Is the Applicant a corporation registered to do business in Liberia, and NOT a partnership, sole proprietorship, natural person, not-for-profit entity or non-governmental organization, or unincorporated association? (See Public Procurement and Concessions Act, Section 86)			
<i>Please present:</i> 1. <i>Article of Incorporation</i> 2. <i>Business Certificate</i>			
<i>If the answer is no or not applicable please provide written explanation.</i>			
2. If the Applicant seeks to produce cut wood or logs, does the Applicant have a main office in Monrovia? (See National Forestry Reform Law of 2006, Section 13.3)			
<i>If the answer is no or not applicable please provide written explanation.</i>			
3. Is any officer or director of the Applicant or any Person with more than a one percent equity stake in the Applicant restricted from participating in the forest trade in Liberia? (For a list of people restricted from participating in the forest trade, see National Forestry Reform Law of 2006, Section 5.2(b)(v)-(vii).)			
<i>Please present:</i> 1. <i>Affidavit of</i>			
<i>If you answer yes or not applicable please provide written explanation.</i>			
4. Has any officer or director of the Applicant or any Person with more than a one percent equity stake in the Applicant been convicted of or pleaded no contest to a felony in the past five years?			
<i>Please attach a list of all Persons with a more than one percent equity stake in the company.</i>			
<i>If you answer yes or not applicable please provide written explanation.</i>			
5. Is the Applicant in good standing in its payments of corporate taxes and social security in Liberia?			
<i>Please present:</i> 1. <i>Ministry of Finance certificate of payment for corporate taxes and social security</i>			
<i>If the answer is no or not applicable please provide written explanation.</i>			

Pre-Qualification Requirement	Yes	No	Not Applicable
6. Is the Applicant in good standing in its payments of forest-related fees, including stumpage, land rental, and forest product fees in Liberia?			
<i>Please present:</i> 1. Ministry of Finance certificate of no outstanding fees or taxes 2. Forestry Development Authority certificate of no outstanding fees			
<i>If the answer is no or not applicable please provide written explanation.</i>			
7. Is the Applicant in good standing in its payments of trade-related fees in Liberia?			
<i>Please present a certificate of no outstanding trade related fees from the Ministry of Commerce</i>			
<i>If you answer yes or not applicable please provide written explanation.</i>			
8. Has the Applicant or any affiliate of the Applicant been convicted or penalized for violation of any forest-related law in the last five years in Liberia and abroad?			
<i>Present certification from the FDA stating that there have been no breaches.</i>			
<i>If you answer yes or not applicable please provide written explanation.</i>			
9. Has the Applicant or any affiliate of the Applicant been convicted or penalized for any violations of commercial law in the last five years in Liberia?			
<i>If you answer yes or not applicable please provide written explanation.</i>			
10. Is the Applicant or any affiliate of the Applicant debarred from obtaining Government contracts in Liberia under the Public Procurement and Concessions Act?			
<i>Present certificate from the PPCC for eligibility for concession bidding</i>			
<i>If you answer yes or not applicable please provide written explanation.</i>			
11. Has the Applicant or any officer, director, or affiliate of the Applicant been convicted or penalized for any violation of law in the last five years that reflects on honesty or moral character, such as theft, embezzlement, bribery, tax evasion, false swearing, or forgery?			
<i>If you answer yes or not applicable please provide written explanation.</i>			

Pre-Qualification Requirement	Yes	No	Not Applicable
12. Has the Applicant or any affiliate of the Applicant been convicted or penalized for interference with fair and open competition in contract tendering?			
<i>If you answer yes or not applicable please provide written explanation.</i>			
13. Has the Applicant been adjudged insolvent or bankrupt during the past five years? (Persons who have sought bankruptcy protection but are in compliance with a court-approved plan of reorganization permitted under the laws of Liberia may answer “no”.)			
<i>If you answer yes or not applicable please provide written explanation.</i>			
14. Has the Applicant supplied the Authority a complete list of Significant Individuals involved in the management or ownership of the Applicant, and have all the named Significant Individuals supplied the Authority with a sworn affidavit attesting that either:			
(a) The Significant Individual had no involvement in Liberia with forest harvest or the timber trade before January 1, 2006; or			
(b) The Significant Individual had involvement in Liberia with forest harvest or the timber trade before January 1, 2006 and has done all the following:			
(1) The Significant Individual has filed with the Truth and Reconciliation Commission a sworn statement describing the individual’s involvement in Liberia in forest harvest and the timber trade, honestly and fully disclosing all illegal activities in which the individual was involved;			
(2) The Significant Individual has cooperated upon request with Government approved efforts to recover funds lost due to illegal activity; and			
(3) The Significant Individual has filed with the Authority a pledge to cooperate upon request in all future Government-approved efforts to recover funds lost due to illegal activity, understanding that if the individual fails to keep the pledge, the Authority may cancel any license granted on the strength of the pledge?			
<i>If the answer is no to any of the items in question 14 please provide written explanation.</i>			

Part III: Company's Business Plan (not more than ten pages excluding annexes)

- Executive Summary
- Business Profile
- Business Strategy
 - Business Objective
 - Implementation Strategy
 - Processing Plan
 - Labor requires of strategy
 - Company policies on Environment, Commercial, Community, Conservation and Social issues in forest management
- Principle Shareholders and their percentage share in company
- Past Record & Experience in Logging

Capitalization:

Present official financial statements for the last three years (or for duration of company operation for companies less than three years old).

Name Management Team:

Present organizational chart of the company complete with names and qualification of the company's management team and the foresters (include CV's).

Technical Ability to compete requirements of the Contract: Describe logging equipment the company owns or has available to complete contracts.

Make and model of equipment

Year equipment was made

Year equipment was purchased

Current condition of equipment

Is Equipment owned by the applicant/company?

Will the equipment be rented or leased?

If the equipment is rented or leased, who is the owner?

Name and address of owner

ATTACHMENTS Checklist

Please tick each box to ensure the following documents are attached with your application and business plan. Include your application fee receipt

	Certified copy of current business certificate / incorporation doc?
	Copy of Income tax clearance certificate
	Copy of Social security clearance certificate
	FDA certificate of forest fee payments
	FDA certificate of no breaches of forest laws or regulations in last 5 years, or list describing breaches
	Certified copy of Audited financial accounts for each of last 3 years showing both profit and loss and income statements
	Business plan
	Affidavit of confirmation to obtain forest certification (FMC ONLY)
	FDA Application fee receipt

DECLARATION

I hereby certify that I am authorised to sign this application on behalf of the applicant organisation.

By signing this application, I swear or affirm, under penalty of perjury, that I have made a reasonable effort to ensure the accuracy of the information entered here and that the contents are accurate to the best of my knowledge.

I understand that the FDA may independently check any records or conduct such audits that it considers warranted to verify the accuracy of any statement made in this application and may take appropriate action against me personally, including criminal proceedings for fraud, should any statement made be shown to be intentionally false or misleading.

Signature	
Name	
Position	
Date	

Non-disclosure notice: All information provided by the applicant with this application form will be held confidential by the FDA, unless it was previously in the public domain or unless it is required to be disclosed pursuant to law, in which case the FDA will give the applicant notice of the required disclosure.

Signed: _____

Title: _____

INSTRUCTIONAL GUIDELINES FOR THE PROQUALIFICATION FORM:
FOR ORDINARY LICENSES

PART I: COMPANY INFORMATION

1. Applicant:

- a. Must write companies full name and address
- b. Must write representatives/Agent name
- c. Must write contact media for company and representative/Agent

2. Logging Record:

- a. Must indicate type of contract. For example: Forest Utilization Contract, Public Timber Sale, Private land contract, Forest Product Contract, etc.
- b. Must indicate previous logging location, size of sale, type of contract; date issued, expiring date and contract duration or
- c. Must list previous technical persons involved with the company in the past 10 years (foreign or local)
- d. Must provide written explanation where necessary. Additional pages may be attached if more space is needed to provide written information. Clearly identify each additional page with question number. For example: "Information to Part I, question 2:"

3. In which size category does the applicant organization wish to participate in the competitive bidding allocation? Tick the appropriate box.

4. Forest Certification: (for Forest Management Contracts, FMC, only)

- a. Must show and attach probated Affidavit of conformation between company intend to perused forest certification for the contract area
- b. Or provide a copy of a current forest certification.

PART II: QUESTIONNAIRE FOR PRE-QUALIFICATION ("YES" OR "NO" ANSWER)

1. Company needs to carefully read and understand the "yes" or "no" questions and provide the appropriate answer.
2. Must provide written explanation where necessary. Additional pages may be attached if more space is needed to provide written explanation. Clearly identify each additional page with question number. For example: "Explanation to Part II, question 1:"

PART III: COMPANY'S BUSINESS PLAN (Please limit to 10 pages excluding annexes)

1. Executive Summary: Provide summary of the Business Plan in no more than one page
2. Business Profile: Provide a brief history of the company and it works. Identify the owners and shareholders

3. Business Strategy:
 - a. Business Objective: Must mention or show planned activities relative to the forestry sector in order that the company may envisage undertaking.
 - b. Implementation Strategy: Must clearly state the plan of actions for the achievement of the objective relative to the forestry sector.
 - c. Processing Plan: Must provide a narrative of the company processing strategy. Must illustrate in a table or metrics form timeline for the instillation of processing facilities.
 - d. Labor requirements of strategy: Must state the envisage labor force requirements (number and kind of employees). Must state expatriate and local (Category of employees); Must give salary range from casual labor to General Manager.
4. Company's policies on Environment, Commercial, Community, Conservation and Social issues in forest management
 - a. Environment: Must state how your company will integrate environmental protection in your operations at all levels
 - b. Commercial: Must state plan of forest operations that will enhance reduction of impacts from logging.
 - c. Community: Must state how the company plans to engage the communities and discuss proposed social programs.
 - d. Conservation: State your plans toward biodiversity conservation, especially the identified keynote species. The keynote species list may be obtained from the FDA Conservation Department.
5. Company's Management Team: Must provide company's organization chart with the qualifications of employees
6. Principle Shareholders and their percentage share in company
7. Capitalization:
 - a. Present official financial statements for the last three years
 - b. or for duration of company operation for companies that are less than three years old
8. Name Management Team:
 - a. Present organizational chart of the company
Complete with names and qualification of the company's management team and foresters
9. Technical Ability to compete requirements of the Contract: Describe logging equipment the company owns or has available to complete contract.
 - a. Type of equipment: Indicate make, model of equipment, and year equipment was made
 - b. Year Purchased: Indicate year the equipment was purchased by company
 - c. Owned by company: Is the piece of equipment owned by the company?
Yes or No
 - d. Leased or rented: If equipment is leased or rented provide company name and address of the company the equipment is leased or rented from and duration or lease or rental agreement.