



Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives

TERMS OF REFERENCE

Vendor registration for Supply, Delivery and Installation of Refrigerated Sea Water (RSW)

1. BACKGROUND

The Government of Maldives, represented by the Ministry of Fisheries, Marine Resources, and Agriculture and the Ministry of Economic Development is seeking to identify ‘Approved Vendors’ to supply, deliver and install Refrigerated Sea Water (RSW) Systems onboard fishing vessels in the Maldives, as specified in Annex 1, for the benefit of fishers and vessel owners (its end users or customers). The Ministry intends to start a Islamic shariah compliant financing program through SME Development Finance Corporation (SDFC). The customers who are applying for the financing facility to install RSW systems will have the options to choose a vendor from the list of ‘Approved Vendors’ established under this TOR. It is anticipated that the approved list will include vendors offering different solutions that meet the minimum technical criteria set by the Ministry.

2. OBJECTIVES

The objective of this TOR is to strengthen the implementation of Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project by facilitating the installation of RSW systems on board fishing vessels as specified in the Action 5.2b of the Strategic Action Plan 2019-2023 (the SAP) of the Government. This will contribute to achieving the Policy 5 of SAP specifically to “Increase profitability from fishery activities” (‘Hama Agu’ Policy) and in particular the Strategy 5.2 on promoting and facilitating access to technologies and techniques to increase profitability, improve catch quality, and reduce postharvest losses.

The Ministry on regular basis consults with fisheries sector stakeholders, including fishers, vessels owners, fish processor, relevant government agencies and funding partners to improve the quality of fish harvested and landed from the Maldives tuna fishery of the Maldives. At the Fisheries Forum 2019, which was held on the occasion of the 39th Fishermen's Day, the move towards RSW systems was presented to the stakeholders as one of the solutions that the Government will develop to improve the quality of fish and economic performances of the sector.

The targeted direct beneficiaries of the financing facility are the fisherman working on the fishing vessels and the vessel owners who will be able to improve the quality of their fish landings. This also enables them to reduce the cost of fishing while allowing them to increase their landings by helping them to chill the fish onboard the vessels more efficiently, and thereby generating more income and profit. The indirect beneficiaries of the project include the women and their families, and companies in the fish processing sector.

The scheme will enable the preservation of large catches, by cooling the catch rapidly to a temperature that allows storage onboard over time, without significant reduction in quality of the catch. By improving the quality of the harvested fish, the fishers in the harvesting sector (primary producers) as well as the fish processing (secondary) sector accrue significant benefits.

3. SCOPE

This TOR seek to establish a list of 'Approved Vendors' for the purpose of implementing the project. The vendors in the approved list will include only the selected suppliers who propose to the Ministry, as specified herein, to supply and install the RSW systems under this project implemented by the Ministry or the Government of Maldives through the SDFC (the bank). It is solely the 'Approved Vendors' responsibility to make arrangements for the supply, delivery and installation of the RSW systems onboard the fishing vessels as per the agreed terms and conditions set forth in Sales and Purchase Agreement signed between the vendor and the customer. However, the 'Approved Vendors' will not be allowed to negotiate the minimum technical specifications, delivery and warranty terms. These terms will remain as it is in this TOR unless it is amended with mutual agreement.

Import duty of RSW systems and the components of the RSW systems imported for the purposes of this scheme will be exempted by the Government.

4. APPLICANTS ELIGIBILITY

Applicant may be a sole proprietor, partnership, company or a joint venture under an existing agreement or with the intent to constitute a legally-enforceable joint venture.

4.1 Applicant shall meet the following criteria to be eligible:

- (a) have the legal capacity to enter into a commercial contract;
- (b) not be insolvent, in receivership, bankrupt or being wound up, its affairs not being administered by a court or a judicial officer, its business activities not being suspended and not the subject of legal proceedings for any of the foregoing;
- (c) have fulfilled its obligations to pay taxes;
- (d) not have been, and its directors or officers not have been, convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurements; and

4.2 Applicants shall not have a conflict of interest. Applicants found to have a conflict of interest shall be disqualified. Applicants may be considered to have a conflict of interest with one or more parties in this call for application process, if:

- (a) they have a controlling partner in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this call for applications; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another applicant, or influence the decisions of the Employer regarding this application process; or
- (e) Applicant participates in more than one application process; or
- (f) Participation by an applicant in more than one will result in the disqualification of all application in which the party is involved; or
- (g) Applicant or any of its affiliates participated as a consultant in the preparation of technical specifications of the contract that is the subject of the Application; or

4.3 Applicant that has been suspended from participation in public procurement by the Government at the date of the deadline for application submission or thereafter, shall be disqualified.

- 4.4 Applicant must not have a non-performance of a contract that has occurred as a result of contractor default during the past 5 years preceding the deadline for Application submission.
- 4.5 Applicant must not have a non-performance of a contract that has occurred as a result of contractor default during the past 5 years preceding the deadline for Application submission.
- 4.6 The Applicant must have a minimum average annual turnover of MVR 1 million within the last three (3) years.

5. TECHNICAL SPECIFICATION

Technical Description and Specification of RSW systems are provided in Annex 1 of this TOR.

6. WARRANTY

RSW system units shall have at least three (3) years' service warranty and maintenance. This means the buyers of RSW systems shall be provided the same service warranty period or more under the Sales and Purchase Agreement.

Physical presence of the vendor in the Maldives for a minimum of warranty period either through an agent or direct presence is required.

7. PREPARATION OF THE APPLICATION

7.1 The Application shall comprise the following:

- a) Letter of Application
- b) Completed Schedules, in accordance with this TOR and its annexes
- c) Quotations, for the supply of the following category of RSW systems, where applicable, for (1) shell and tube evaporator and (2) titanium evaporator separately.
- d) The quoted price must include the machinery cost, transportation costs, GST and any other associated costs. The quoted prices for RSW systems with titanium evaporators will not be assessed for the selection of 'Approved Vendors'. However, this information will be published along with the prices quoted for the RSW systems and will form an integral part of the agreement signed between the Ministry and the selected Vendors. For clarity, prospective

vendors that can only supply RSW systems with shell and tube evaporators will not be disqualified. However, such vendors that can only supply RSW systems with titanium evaporators will be disqualified for the purposes of selecting approved vendors under this TOR.

- e) Written confirmation of authorizing the signatory of the Applicant to commit that person signed is duly authorized to sign on behalf of the Applicant; or Power of Attorney to confirm authorization of the signatory.
- f) Business Registration Certificate.
- g) GST Registration Certificate.
- h) The name and position held by each person signing the authorization must be typed or printed below the signature.
- i) Technical Proposal in accordance with Annex 1
- j) The price offered to end-users are to be quoted in the Proposal in Maldivian Rufiyaa (MVR).

7.2 To establish its eligibility and qualifications to perform in accordance with this TOR the Applicant shall provide the information requested in the corresponding information sheets included in Annex 2 (Proposal Forms).

8. SUBMISSION

8.1 All applicants must submit proposals for all categories of RSW systems described in Table 1 of the Annex 1 of this TOR.

8.2 Proposals submitted to the Ministry, under this TOR shall:

- a) bear the name and address of the Applicant;
- b) be addressed to the Ministry as below:

Suneetha Abdulla

Director

Ministry of Fisheries, Marine Resources, and Agriculture,

7th Floor, Velaanaage, Ameer Ahmed Magu, Malé City, Maldives

Telephone: +960 3339239

- c) bear the title, ‘**Proposal for the Supply, Delivery and Installation of RSW systems under Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project**’; and
- d) bear the warning ‘Not to open before the time and date for Application opening’.

8.3 If all envelopes are not sealed and marked as required, the Ministry will assume no responsibility for the misplacement or premature opening of the Application.

8.4 Any Application received by the Ministry after the deadline for submission of application shall be declared late, rejected, and returned unopened to the Applicant.

9. APPLICATION OPENING

9.1 The Ministry shall open the Proposal in public at the address, date and time specified below and in the presence of Applicants’ designated representatives and anyone who choose to attend.

Address: Ministry of Fisheries, Marine Resources and Agriculture,

Ameer Ahmed Magu, Velaanaage 7th Floor

Date: 30th November 2022

Time: 1300 hrs

9.2 The Ministry shall prepare a record of the proposal opening that shall include, as a minimum:

- a) the name of the Applicant; and
- b) whether there is a withdrawal, substitution, or modification; and
- c) the quoted Price(s), energy efficiency ratings and delivery period for the RSW systems; and
- d) date and the time

9.3 The Applicants’ representatives who are present shall be requested to sign the record. A copy of the record shall be distributed to all Applicants.

10. EVALUATION

10.1 For the purpose of evaluation of the proposals received and selecting suppliers as ‘Approved Vendors’, the Ministry may only include the applicants who meets the following minimum criteria to be considered as eligible applicants under this TOR:

- a) Applicants must pass/meet the specified minimum technical requirements to be considered as technically compliant; and
- b) Applicants must pass/meet the minimum financial capacity to fulfil the requirements of the scope; and

10.2 To evaluating the eligible proposals under this TOR and for selecting ‘Approved Vendors’, the Ministry shall use the following criteria and weights assigned to them:

- a) The price quoted for each category of RSW systems (50% of the Total Marks).
- b) Energy efficiency of the RSW systems (40% of the Total Marks).
- c) The proposed delivery period in days (10% of the Total Marks).

10.3 For each category of the RSW system, as described in the Table 1 of the Annex 1 of this TOR, the Ministry may calculate the aggregate score (expressed as aggregate percentage) by evaluating the prices, the energy efficiency ratings and the delivery periods proposed by the applicants in their respective proposals, on pro-rata basis. For this purpose, for a given proposal and category of a RSW system, the following formula may be used:

$$S = \frac{a}{A}w1 + \frac{b}{B}w2 + \frac{c}{C}w3$$

where S is the aggregate score calculated; and

where *a*, *b* and *c* are base values representing lowest price, most energy efficient rating and shortest delivery period, respectively; and

where A, B and C are proposed prices, energy efficient ratings and delivery periods, respectively for the same given category; and

where w1, w2 and w3 are weights assigned to the prices, energy efficient ratings and delivery period, respectively, as prescribed in paragraph 10.2 above.

10.4 Based on the eligibility criteria and the selection criteria as provided in paragraph 10.1 and 10.2 above, and the magnitude of the aggregate score calculated as described in paragraph 10.3 above, the Ministry on its own discretion may select at least three or more vendors as ‘Approved Vendors’ for the purpose of this TOR based on the average aggregate scores. In selecting ‘Approved Vendors’ and deciding the numbers of the ‘Approved Vendors’ the Ministry shall also consider the importance of making the proposed opportunity of supplying and installation of RSW systems onboard fishing vessels, under this TOR, a viable and sustainable business for the ‘Approved Vendors’.

11. RELATIONSHIP WITH MINISTRY

11.1 Successful Applicants selected as ‘Approved Vendors’ shall enter into an agreement with the Ministry stipulating the minimum terms and conditions that governs the supply and delivery of RSW systems. This may include:

- a) provisions under which the vendor(s) may be removed from the “Approved Vendors” list, such as;
 - i. a vendor failing to deliver on time with no acceptable reason(s);
 - ii. a vendor failing to provide warranty or after sales services to the buyers.
- b) Duration of the engagement;
- c) Details of the minimum guarantees/warranties to be provided to the prospective buyers;

11.2 Ministry shall not be a party to the sale and purchase contracts hence shall not be responsible to any actions/inaction of the vendor towards buyers.

12. CLARIFICATION

12.1 A prospective Applicant requiring any clarification of this TOR may contact the Ministry in writing to the address indicated below.

Suneetha Abdulla
Director
Ministry of Fisheries, Marine Resources, and Agriculture,
7th Floor, Velaanaage, Ameer Ahmed Magu, Malé City, Maldives
Telephone: +960 3339239

12.2 The Ministry will respond in writing to any request for clarification, provided that such request is received 3 working days prior to the deadline for submission of Applications.

Annex 1

TECHNICAL DESCRIPTION AND SPECIFICATION OF REFRIGERATED SEAWATER SYSTEMS (RSW SYSTEMS)

As described in the TOR, for the purpose of facilitating the supply and installation of RSW systems onboard fishing vessels under this project, the Government of the Maldives, represented by the Ministry of Economic Development and the Ministry of Fisheries, Marine Resources and Agriculture is seeking to the services qualified vendors which are willing to work with the Ministry and the SME Development Finance Corporation (SDFC). As an essential first step, the Ministry, through this TOR aims to select and establish a list of ‘Approved Vendors’ who will work with the Ministry and SDFC to achieve the objectives of the financing facility.

Under the financing facility, the vendors (the Suppliers) are required to supply and install RSW systems onboard fishing vessels for those buyers (fishing vessel owners) who desires to procure them using the finance facility.

For the purpose of selecting ‘Approved Vendors’, prospective vendors shall submit quotations with their proposals, for the supply of the following category of RSW systems, where applicable, for (1) shell and tube evaporator and (2) titanium evaporator separately. In either case the systems must have the capacity to chill seawater in the chilling tanks or in vessel’s bilge to a temperature of 0°C or +2 °C within 3 hours from seawater of 35ppm at 28 °C (Table 1). The quoted price must include the machinery cost, transportation costs, GST and any other associated costs. The quoted prices for RSW systems with titanium evaporators will not be assessed for the selection of ‘Approved Vendors’. However, this information will be published along with the prices quoted for the RSW systems and will form an integral part of the agreement signed between the Ministry and the selected Vendors. For clarity, prospective vendors that can only supply RSW systems with shell and tube evaporators will not be disqualified. However, such vendors that can only supply RSW systems with titanium evaporators will be disqualified for the purposes of selecting approved vendors under this TOR.

Table 1: Capacity range of the Refrigerated Seawater Systems (volume of chilled water produced, in liters, in a 3 hours cycle of operation).

Category	Capacity range by category		
1.	≥ 5,000	to	10,000
2.	>10,000	to	15,000
3.	>15,000	to	20,000
4.	>20,000	to	25,000

In addition, the prospective vendor shall submit the pricing for the installation of the RSW systems onboard the fishing vessels for the vessel sizes specified in Table 2. The prices shall include material cost, labour costs, GST and any other associated costs. The quoted prices for installation will not be assessed for the selection of ‘Approved Vendors’. However, this information will be published along with the prices quoted for the RSW systems and will form an integral part of the agreement signed between the Ministry and the selected Vendors.

Table 2: Fishing vessels size categories

	Vessel Size Category
1	≥20m to 25m
2	>25m to 30m
3	>30m

1. Design conditions and requirements of the RSW systems

Table 3 describe the minimum design conditions and requirements for each category of RSW Systems that a prospective vendor may propose to supply under this project. The prospective vendors shall comply with the conditions and requirements and furnish the details of their proposed RSW systems in their proposals.

Table 3: Description of the minimum design conditions and requirements..

Detail	Minimum Requirement
Inlet Water Temperature	Approximately +28 °C
Water Outlet Temperature	0°C or +2 °C
Compressor Type	Semi Hermetic piston

Condenser Type	Seawater Cooling
Evaporator Type	Shell and Tube or Titanium Plate
Condenser - Evaporator Pump Type	Self priming Stainless Steel Pump (AISI316)
Noise (3 meters)	≤ ~78 dBA
Evaporation Temperature	2C / -10C °C
Energy	380V/50Hz/3Ph
Refrigerant	R507 or any other suitable refrigerant approved for import into the Maldives
Temperature monitoring	The system should indicate water inlet and water outlet temperature
Data logger	The system should include temperature data logger to measure water in temperature in chilling tanks or bilge. The data logger should be capable of recording temperature over a period of two weeks that can be extracted digitally if required.

Annex 2

FORMS

Letter of Applicant

NOTE TO APPLICANTS: Letter of Applicant shall be in the Company Letter head.

Date: _____

Invitation No.: _____

To: Dr Hussain Rasheed Hassan,

Minister,

Ministry of Fisheries, Marine Resources and Agriculture

Male', Republic of Maldives

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Terms of Reference;
- (b) We offer to execute in conformity with the Terms of Reference of the following Works:
Proposal for the Supply, Delivery and Installation of RSW systems under Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project.

(c) The total **lump-sum fixed price** of our offer, excluding Goods and Services Tax (GST) in item (d) and excluding any discounts offered in item (e) below is:
.....;*[amount in numbers & words]*

(d) **The amount for Goods and Services Tax (GST) is**
[amount in numbers & words]

(e) (i) The discounts offered are

(f) We undertake, if our Application/proposal is accepted, to commence the Works as soon as a Sales and Purchase agreement is signed and to complete the whole of the Works comprised in the Contract within the duration of (*days*).

(g) Our Application/proposal shall be valid for the period of 60 days;

- (h) Our firm, including JV partners or suppliers for any part of the Contract, has the legal capacity to enter into a commercial contract;
- (i) Our firm or the JV has no tax related dues
- (j) Our firm or the JV directors or officers not have been, convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurements
- (k) Our firm or the JV do not have any conflict of interest in accordance with ToR 4.2;
- (l) Our firm or the JV do not have a non-performance of a contract that has occurred as a result of contractor default during the past 5 years preceding the deadline for Application submission.
- (m) We understand that you are not bound to accept the lowest evaluated Application or any other Application that you may receive; and
- (n) If awarded the contract, the person named below shall act as Applicants Representative:
.....

Signed: {insert signature of authorised person}
Name: {insert complete name of person signing}
In the capacity of: {insert legal capacity of person signing}
Duly authorized to sign the application for and on behalf of {insert complete name of Application and Company stamp}
Date: day of {DD/MM/YY}

Price Schedules

Table 1 – Shell and tube evaporator RSW systems

#	RSW Category	Cooling Capacity (litres of water chilled to 0°C – 2°C in 3 hrs)	Unit Price (MVR) inclusive of GST (not including installation)	Compressor Electric Power (to be specified in Kw/hr)	Delivery period (days)
1	1				
2	2				
3	3				
4	4				
5	5				
6	6				
7	7				

Table 2– Titanium evaporator RSW systems

#	RSW Category	Cooling Capacity (litres of water chilled to 0°C – 2°C in 3 hrs)	Unit Price (MVR) inclusive of GST (not including installation)	Compressor Electric Power (to be specified in Kw/hr)	Delivery period (days)
1	1				
2	2				
3	3				
4	4				
5	5				
6	6				
7	7				

Table 3: Installation price for fishing vessels size categories

#	Vessel Size Category	Price (MVR)
1	≥20m to 25m	
2	>25m to 30m	
3	>30m	

Technical description of the proposed solution

The prospective vendors shall submit the following form in Table 1 for each category of RSW systems along with supporting documents as evidence of meeting the requirements proposed.

Table 1. Description of proposed RSW systems

Detail	Minimum requirement	Proposed
Inlet Water Temperature	Approximately +28 °C	
Water Outlet Temperature	0°C or +2 °C	
Compressor Type	Semi Hermetic piston	
Condenser Type	Seawater Cooling	
Evaporator Type	Shell and Tube or Titanium Plate	
Condenser - Evaporator Pump Type	Self priming Stainless Steel Pump (AISI316)	
Noise (3 meters)	≤ ~78 dBA	
Evaporation Temperature	2C / -10C °C	
Energy	380V/50Hz/3Ph	
Refrigerant	R507 or any other suitable refrigerant approved for import into the Maldives	
Temperature monitoring	The system should indicate water inlet and water outlet temperature	

Data logger	The system should include temperature data logger to measure water in temperature in chilling tanks or bilge	
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Applicants' Eligibility and Qualifications

To establish its eligibility and qualifications to perform the contract in accordance with the TOR, Applicant shall provide the information requested in the corresponding Information Sheets included hereunder.

- a) Form ELI – 1: Applicant's Information Sheet
- b) Form ELI – 2: Joint Venture Information Sheet
- c) Form CON -3: Historical Contract Non-Performance, Pending Litigation
- d) Form FIN - 4: Average Annual Turnover
- e) Form EXP –5: Experience

Form ELI 1

Applicants Information Sheet

[The Applicants shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Application Submission]

Invitation No: [Insert reference no]

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Name of Business / Institute			
Registration Number		Business registry expiry	
Trading Name		Address	
Date of Incorporation		Contact No/ Email	
Name of Parent Company / Owner (For sole proprietorship)		Registration No / ID Card No (Parent Company / Owner ID card no for sole proprietorship)	
Primary Business Activity			
Number of Shareholders/Owners		Number of Employees	
Applicant's Authorized Representative Information			
Name:	{insert Authorized Representative's name}		
Address:	{insert Authorized Representative's Address}		

Telephone/Fax numbers:	{insert Authorized Representative's tel/fax numbers}
Email Address:	{insert Authorized Representative's email address}
Attached are copies of original documents of: {check the box(es) of the attached original documents}	
<input type="checkbox"/> Business registration <input type="checkbox"/> Business profile <input type="checkbox"/> GST Registration Certificate <input type="checkbox"/> Authorized Distributors/ Authorized re-seller certificate (if applicable) <input type="checkbox"/> Power of Attorney to confirm authorization of the signatory of the Bid to commit the Bidder <input type="checkbox"/> Tax clearance <input type="checkbox"/> Audited Financial Statements of last 3 years OR Financial statements acceptable to the Ministry	

Form ELI 2

Party to Joint Venture Information Sheet

[The Applicant shall fill in this Form in accordance with the instructions indicated below].

Date: [insert date (as day, month and year) of Application Submission]

Invitation No: [Insert reference no]

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1. Applicant's Legal Name:	{insert Applicant's legal name}
2. JV's Party legal name:	{insert JV's Party legal name}
3. JV's Party Country of Registration:	{insert JV's Party country of registration}
4. JV's Party Year of Registration:	{insert JV's Part year of registration}
5. JV's Party Legal Address in Country of Registration:	{insert JV's Party legal address in country of registration}
6. JV's Party Authorized Representative Information	
Name:	{insert name of JV's Party authorized representative}
Address:	{insert address of JV's Party authorized representative}
Telephone/Fax numbers:	{insert telephone/fax numbers of JV's Party authorized representative}
Email Address:	{insert email address of JV's Party authorized representative}
7. Attached are copies of original documents of: {check the box(es) of the attached original documents}	

- Articles of Incorporation or Registration of firm named in 1
- In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law

Form CON – 3

Historical Contract Non-Performance, Pending Litigation

Applicant's Legal Name: _____

Joint Venture Applicant's Legal Name: _____

Historical Contract Non-Performance

Non-Performed Contracts in accordance			
<input type="checkbox"/> Contract non-performance did not occur.			
<input type="checkbox"/> Contract(s) not performed (if any non-performed contracts, please fill below)			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: Name of Employer: Address of Employer: Reason(s) for non-performance:	<i>[insert amount]</i>

Pending Litigation

Pending Litigation			
<input type="checkbox"/> No pending litigation			
<input type="checkbox"/> Pending litigation (if any pending litigation, please fill below)			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency),

<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Party who initiated the dispute: Status of dispute:	<i>[insert amount]</i>
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Form FIN – 4

Average Annual Turnover

Applicant's Legal Name: _____

Date: _____

JV Partner Legal Name: _____

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Annual turnover data		
Year	Amount and Currency	MVR equivalent
*Average Annual Turnover		

*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in the TOR, divided by that same number of years.

Form EXP 5

Experience

Applicant's Legal Name: _____

Date: _____

JV Partner Legal Name: _____

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Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Applicant
			Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
			Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Applicant
			Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	