

Call for Applications:

Registration of design, construction and audit companies for Grant Assistance for Grassroots Human Security Projects (GGP)

The Embassy of Japan is inviting design, construction and audit companies to be registered as companies for the Grant Assistance for Grassroots Human Security Projects (GGP) in fiscal year 2014. A GGP project grant recipient is normally responsible for selecting design, construction and audit companies to implement the project, through a comparison of quotations from three different companies; however, the Embassy of Japan will recommend the above-mentioned GGP registered companies at the request of the grant recipient when necessary, in which case the registered company will be expected to implement the project concerned.

To apply, all documents listed below must be submitted to the Embassy of Japan no later than **30 April 2014.**

Results will be notified by the Embassy of Japan to applying companies, after examining submitted documents.

About the Grant Assistance for Grassroots Human Security Project (GGP)

The Grant Assistance for Grassroots Human Security Project (GGP) scheme is a financial assistance scheme of Government of Japan that is offered for development projects in developing countries. The GGP supports projects proposed by bodies such as NGOs and local government authorities, in order to help the implementation of development projects. The grant amount for each project is up to 100 million yen (approx. 120,000 USD). The Embassy of Japan in Myanmar assists about 30-60 projects per year through this GGP scheme. Some examples of GGP projects include: construction of primary school buildings, rural hospital buildings, roads, small-scale bridges, small-scale hydropower stations, water supply (e.g., wells), provision of medical equipments, etc.

List of the application documents (attached)

1. Application for Registration (Form 1) *For design and construction companies
2. Application for Registration (Form 2) *For audit company
3. List of recent projects (Form 3) *For all companies
4. Engineers' career (Form 4) *For design and construction companies
5. List of branches (Form 5) *For all companies
6. Balance sheet *For all companies
7. Accounting report for the last 3 years *For all companies
8. Audit report *For all companies

Application for Registration

I would like to participate in GGP construction projects which Embassy of Japan in Myanmar will implement in fiscal year 2014.

I confirm that the information provided on this application form and attached documents are true, accurate and complete.

1. Name of the company _____

2. Address of the headquarters _____

3. Phone , FAX number, E-mail address of the headquarters _____

4. Name of the Representative _____

5. Name of the person in charge _____

6. Phone number of the person in charge _____

7. Date of company establishment _____

8. Number of full-time staff

a) Engineers _____

b) Qualified engineers _____

c) Clerical workers _____

d) Other workers _____

e) Total number of staff _____

9. The fields for which the applicant desires to register

(1) Design (including detailed drawing, estimation and design calculation)

Building Road / Bridge (under 50ft) Road / Bridge (over 50ft)

Hydro power plant Tube well Water supply system Electrical work

(2) Construction

Building Road / Bridge (under 50ft) Road / Bridge (over 50ft)

Hydro power plant Tube well Water supply system Electrical work

10. Region and State in which the applicant can work

Application for Registration

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2. Address of the headquarters _____

3. Phone , FAX number, E-mail address of the headquarters _____

4. Name of the Representative _____

5. Name of the person in charge _____

6. Phone number of the person in charge _____

7. Date of company establishment _____

8. Number of full-time staff

a) Auditor _____

b) Qualified Auditor _____

c) Clerical workers _____

d) Other workers _____

e) Total number of staff _____

9. Region and State in which the applicant can work

Company name _____

(Form 3)

List of recent projects

Client name	Original contractor or subcontractor	Project name and location	Project scale	Contract price	Construction period	
					From	To

- (1) Major projects started during the last 2 years should be listed.
- (2) If there is a subcontractor, write the name of the original contractor under “Client name” and the name of subcontract project under “Project name and location”
- (3) Under “Project scale,” write, for instance, the size of the construction site, total floor space, number of stories and structures.
- (4) The Embassy of Japan may request audit companies to submit an audit report of recent projects (with personal information omitted).

Company name _____

(Form 4)

Engineers' career

Name of engineer	Education		Qualifications		Relevant Experience	Years of experience
	Name of school and course	Date of graduation	Title	Date obtained		

In the space for relevant experience, state in the order of latest to oldest the type of occupation and position held

