**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 2012.** 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 2012**.

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 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

(Form 1)

**Application for Registration**

I would like to participate in GGP construction projects which Embassy of Japan in Myanmar will implement in fiscal year 2012.

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

(Form 2)

**Application for Registration**

I would like to participate in GGP construction projects which Embassy of Japan in Myanmar will implement in fiscal year 2012.

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

Company name (Form 5)

**List of branches**

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| --- | --- | --- | --- | --- | --- |
|  | Name of branch | Address | Phone and FAX number | Area of business |  |
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