

Dominican Republic Round I

Procedure for Submission and Verification of Prequalification Documents

SECTION I : GENERAL PROVISIONS

1. This document states the conditions and procedures governing the prequalification of national or foreign companies interested in participating in the competitive process for Hydrocarbon Exploration and Exploitation summoned by the Ministry of Energy and Mines (MEM) for the oil round "Dominican Republic Round I".
2. The purpose of this Handbook is to define the procedures, mode and requirements for the Prequalification of national or foreign companies to be enabled as possible bidder within the bidding process of Dominican Republic Round I.

SECTION II : PREQUALIFICATION PROCEDURE

1. The Documents intended to credit Capacities of the Interested Parties in order to obtain the Prequalification to participate in the Dominican Republic Round I shall be received at the office of the Vice-minister of Hydrocarbons, Ministry of Energy and Mines, located at Ave. Tiradentes # 53, Esquina Heriberto Pieter, Bloque B, Ensanche Naco, Santo Domingo, República Dominicana (RD).
2. According to the Reference Terms, the Documents for the Prequalification of the Interested Parties shall be submitted to MEM in physical means, original and copy, duly numbered and accompanied by the Forms stated for such purpose as well as a copy in digital file. Number of each folio shall be marked on the right superior corner and the back of each sheet is not to be numbered.
3. Interested national or foreign companies shall submit the Prequalification documents, delivered through courier services or by mail at the office of the Vice-minister of Hydrocarbons, Ministry of Energy and Mines, located at Ave. Tiradentes # 53, Esquina Heriberto Pieter, Bloque B, Ensanche Naco, Santo Domingo, República Dominicana (RD). and afterwards, send an e-mail to: info@roundsdr.gob.do, notifying MEM the documents have been sent.
4. If the documents were reviewed and rejected by MEM, the companies are to be informed of this fact so that they correct them and submit them again for review and approval.
5. The Qualification Commission shall pronounce on document qualification within 6 calendar days.

SECTION III : SUBMISSION PROCEDURE

6. Each Prequalification document shall be preliminarily reviewed by MEM at receiving time, in order to verify all documents are in good state, duly numbered and in accordance with the corresponding format and fulfilling the requirements stated in the Reference Terms.
7. Proof of such preliminary review shall be recorded in the form stated by MEM.
8. Upon reviewing the Prequalification Documents, MEM shall file and scan them.
9. Then, a digital copy of the Form signed and stamped by MEM will be sent stating documents reception. The aforementioned document will be sent by e-mail to the e-mail address given by the representant of the company that sends the documents.
10. If inconsistencies are detected after verification, proof of such inconsistencies are to be recorded in the corresponding Form which must be signed in two counterparts by MEM and the representative.

SECTION IV: Forms

Form 1 CERTIFICATE OF DOCUMENTS SUBMITTED FOR PREQUALIFICATION

Certificate of Documents Submitted for Prequalification

Dominican Republic Round I

Company: _____

Type of Company (Operator or Non-Operator): _____

Type of Area: _____

E-mail of company representative: _____

Legal Documentation- National Companies		
Document	Basis Requirement	Folio
	General information of the business corporation (Corporate name, Business Registration, National Taxpayer's Registration, corporate address, nationality and representative's information)	
	A certified copy of the incorporation documents for the requesting company (bylaws, articles of incorporation) related to its transformation or adequation, if applicable, along with evidence that it is duly filed with the corresponding Chamber of Commerce.	
	Copy of the valid certificate of Business Registration	
	Copy of the Certificate of Filing with the National Taxpayer's Registry (RNC)	
	Certificate of good standing issued by the Internal Tax Directorate (DGII),	
	Copy of the legal representatives' IDs	

Legal Documentation- Foreign Companies		
Document	Basis Requirement	Folio
	Copy of the Certificate of Incorporation in the corresponding state	
	Power of Attorney or a document authorizing the representative to act on behalf of the company	
	Simple copy of the ID of the legal representative of the interested party. In case of Dominican citizens, passport or Dominican ID are accepted; and, for foreigners, only passport shall be accepted.	

Technical Capacities (Operators)		
Document	Basis Requirement	Folio
	Contract, hydrocarbon exploration and/or extraction concession title or documents issued by a certifying firm or by the authority administering such contract or concession title, which prove the experience required. If it is not a public document, it is required to provide institutional or official contact data of the entity or authority issuing the document submitted so that its existence may be validated.	
	If it is listed on the stock exchange or issues securities, the Company shall submit its last yearly report and the 10-K or 20-F Forms filed with the Securities and Exchange Commission, or the equivalent form filed with equivalent institution to prove the operating capacity required	
	Document proving existence of the consortium and that the Operator has at least thirty percent (30%) of the economic share in the Consortium.	
	Be part of the latest publication of "The Energy Intelligence Top 100: Ranking the World's Top Oil Companies" of the firm "Energy Intelligence" as companies of the type "Upstream"	

Economic Financial Capacities		
Document	Basis Requirement	Folio
	<p>A. If they are listed on the stock exchange or issue securities, submit their last yearly report and the 10-K or 20-F Forms filed with the Securities and Exchange Commission, or the equivalent form filed with equivalent institution to prove the accounting capital stated (if the 10-K or 20-F Forms contain information of the yearly reports, such forms are enough); or)</p> <p>B. Submit the financial statements of the last fiscal year, audited by an independent auditing firm, certified or incorporated to carry out such activities in accordance with the laws of the original country. Financial statements must support the accounting capital stated.</p> <p>C. In case of submitting audited financial statements, provide the auditor's e-mail who may confirm the documentation submitted.</p>	

	Be part of the latest publication of "The Energy Intelligence Top 100: Ranking the World's Top Oil Companies" of the firm "Energy Intelligence" as companies of the type "Upstream" .	
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Security and Environment Capacities (Operator)		
Document	Basis Requirement	Folio
	<p>A. Submit a document explaining and showing the industrial safety, operational security and environmental protection management system in facilities or hydrocarbon exploration and/or extraction projects, which has been implemented during the last three (3) years. Such document shall be validated by an international entity with well-known experience in Security and Environment.</p> <p>B. If available, include (i) technical certificates, audits, inspections or diagnosis, including, but not limited to, OHSAS 18001 (for general security, considered as an external certificate), ISO 14001 (for environment in general and considered as an external certificate).</p>	
	Be part of the latest publication of "The Energy Intelligence Top 100: Ranking the World's Top Oil Companies" of the firm "Energy Intelligence" as companies of the type "Upstream" ..	

Remarks

<p>Documentation for Prequalification delivered by</p> <p>_____</p> <p>Name and signature of the Legal Representative</p>
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<p>Documentation for Prequalification Reviewed by</p> <p>_____</p> <p>Name and Signature of MEM's Reviewer</p>
