



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers, Far East District  
UNIT #15546  
APO AP 96205-5546

May 28, 2015

Contracting Division

SUBJECT: FY16 Joint PQ (Prequalification) Panel Board Meeting for  
Prequalification of Far East District (FED) Construction Contractors

To all new applicants for FY16 FED PQ Registration

Gentlemen:

FED is scheduling an annual Prequalification Screening Panel Board meeting in FY16 (November – March 2016 timeframe). In order to prepare for this meeting you are requested to submit the required documents to be eligible as a prequalified construction contractor at FED. (See attached)

All documents must be submitted in English or accompanied by a notarized translation with certification that the translation is accurate.

All documents must be submitted online via Safe Access File Exchange (SAFE), utilizing the following website <https://safe.amrdec.army.mil/SAFE/>. Instructions on the submission process can be found on the webpage. The recipients of the online submission will be Kim, Tok-Kyong at [Tok-Kyong.Kim@usace.army.mil](mailto:Tok-Kyong.Kim@usace.army.mil) and Lim, Ronald at [Ronald.Lim@usace.army.mil](mailto:Ronald.Lim@usace.army.mil).

In order to complete the necessary review and analysis before the panel meeting, it is required that these documents be received by June 26, 2015.

For further information, please call Mr. Ronald Lim, at (02) 2270-7585, or Mrs. Kim, Tok-Kyong (02) 2270-7478, E-mail addresses:

[Ronald.Lim@usace.army.mil](mailto:Ronald.Lim@usace.army.mil)

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LISA C. BILLMAN  
Chief, Contracting Division

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Korea Military Contractors Association

## ATTACHMENT

Subject: Minimum Qualification to be Eligible as FED Prequalified Construction Contractor

To: All Prospective Contractors

The following documents are required as a minimum to be eligible as a prequalified construction contractor at FED.

1. "Table of Contents"
2. Republic of Korea Government (ROKG) issued "Business License".
3. Certified Copy of "Court Registration".
4. "Licenses" issued by Republic of Korea Government for Civil Engineering and Building, Electrical and Fire Protection Engineer works. i.e. "License – Civil Engineering" etc.
5. External Audit Report with the following financial information.
  - a. "2013 and 2014 External Audit Report"
  - b. "12-Month Cash Flow Projection" (From the date of your most current financial statements.)
  - c. "18-Month Sales forecast" (from the date of your most current financial statements.)
  - d. "Bank Line of Credit" information (It should include the credit limit and current outstanding balance of the credit line.)
  - e. Any additional information that may help describes your company's financial condition.
6. "Map" showing Company Head Office location.
7. "Organization Chart" showing the proposed staff to be dedicated to FED projects.
8. "Evidence of Construction Performance" for 411<sup>th</sup> Contracting Support Brigade, Korea, other U.S. Government agencies and/or construction experience in U.S. standard built projects.
9. **ALL** documents must be submitted in English or accompanied by a notarized translation with certification that the translation is accurate.

The documents identified above should be consolidated into one PDF document with each category that was identified to be bookmarked. The document should be labeled in the following format "FY16 PQ Registration Contractor Company Name".

The construction experience with a U.S. Government agency must be satisfactorily performed on at least five or more projects of not less than \$50,000 each or one project over \$500,000 within the past five years.

If an External Audit Report shows inadequate financial capability or any of the above mentioned documents are missing, your company will not be considered to be eligible as a prequalified construction contractor at FED. The submitted documents will not be returned.

If you have any questions in this matter, please contact Mr. Ronald Lim (02) 2270-7585 or Ms. Kim, Tok-Kyong, PQ Coordinator, at (02) 2270-7478.