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| **4.0 FORM OF TENDER** |

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| **LETTER OF TENDER**  **[On Contractor’s letterhead]**  Name of the Contract:  **KURP 20(b) "Pedestian Bridge Construction in Khorog, Tajikistan"**  To: Aga Khan Agency for Habitat, Tajikistan,   1. We have examined the conditions of the contract, **tender documents including all tender clarifications issued, appendix to tender, and schedules for the execution of the above-named** works. 2. We have no reservations to the Tender Documents issued in accordance with instruction to Bidders.   We offer to execute and complete the **KURP 20(b) "Pedestian Bridge Construction in Khorog, Tajikistan"**  in conformity with this tender, for the sum of  **US Dollars** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in numbers and words)  or such other sum as may be determined in accordance with the Conditions of Contract; which will be discussed and negotiated following the award of tender.   1. The discount offered and the methodology for their application are:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. We agree to abide by this Tender until \_\_\_\_\_\_\_\_\_\_ and it shall remain binding upon us and maybe accepted at any time before that date. We acknowledge that the Appendix forms part of this Letter of Tender. 2. All the 3rd party contracts and sub-contracts will be transparently shared with Employee. 3. We, including any subcontractors or suppliers for any part of the Contract, do not have any conflict of interest with accordance of Instruction to Tender; 4. We understand that you are not bound to accept the lowest evaluation Tender. 5. If this offer is accepted, we will provide the specified Performance Security (if specified), commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. 6. Unless and until a formal Agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.   Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  duly authorised to sign tenders for and on behalf of  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:  Date: |

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| **4.1 Technical Attachments**  Technical proposal, as a minimum, should include the following information:   * **forM –** TENDER SECURITY * **forM a –** PROJECT ORGANIZATION CHART |
| * **FORM B –** KEY MANAGEMENT STAFF AND TECHNICAL STAFF CV INCLUDING COPIES OF DIPLOMA |
| * **FORM C –** SCHEDULE OF TOOLS & EQUIPMENT INCLUDING TECHNICAL PASSPORTS OF MACHINERY OR RENTAL AGREEMENT WITH SUBCONTRACTORS |
| * **FORM D –** DETAILED METHOD STATEMENT AND OUTLINE PROGRAMM |
| * **FORM E –** LICENCES, CERTIFICATES AND OTHER RELATED DOCUMENTS |
| * **FORM F –** EXPERIENCE AND REFERENCES * **FORM G –** FINANCIAL CAPABILITIES |
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| **form A.**  **project organization description** |
| The description shall include an organizational chart of the Company staff specifically dedicated to the project, indicating proposed positions, names, and contact details. |

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| **form B.**  **KEY personnel CV INCLUDING COPIES OF DIPLOMA** |
| The Bidder’s team proposed for the project must include at least the following experts: |

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| **Director of the Company** has to be a qualified manager with at least 10 years of professional experience and performed at least 3 (three) similar projects. He/she has to have experience in managing, controlling the overall implementation of work, monitoring work etc. |
| **Chief Engineer/Project Manager** has to be a qualified senior engineer with at least 15 years of professional experience and performed at least 3 (three) similar projects. He/she should have experienced in preparation of all the relevant documentations, developing the work schedule, describing the mechanism of construction works. |
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| **Quantity Surveyor** has to be a qualified engineer with at least 10 years of professional experience and performed at least 3 (three) similar projects. He/she has to have experience in making sure that construction costs and production are managed as efficiently as possible, to develop cost estimate and so on. |
| **Quality Assurance (QA) / Quality Control (QC) Engineer**  The Quality Assurance (QA) / Quality Control (QC) Engineer has to be a qualified engineer with at least 15 years of professional experience and performed at least 3 (three) similar projects. He/she has to have experience conducting the quality control, monitoring the daily quality of the work and ensuring the highest quality of the construction works.  **Structural engineer-**  Structural engineer has to be qualified engineer with at least 15 years of professional experience in bridge construction, well aware of metal structure calculations and piling, structular engineer to carry out daily supervision on site ensuring right subsequences of the construction, method statement and site organization. |

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| **form B.**  **KEY MANAGEMENT STAFF and technical staff CV including copies of diploma** |
| Qualifications and experience of site management for the works. The Bidder must complete the CV’s separately for each specialist as indicated below,: |
| Curriculum vitae  Proposed occupation during the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Profession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Membership in professional organizations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Description of work during the Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qualification:  Experience in Tajik Republic  Experience in similar positions in the past  Experience in similar project (sizes and cost)  Decontamination experience  Education  Statement:  I, undersigned, confirm that submitted data are valid until the expiration date of the Tender.  (Candidate’s signature) Day/Month/Year  Candidate’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **form C.**  **The Schedule of TOOLS & equipment INCLUDING technical passports OF MACHINERY or rental agreement with subcontractors** |
| The following items of Bidder’s tools & machinery are essential for carrying out the Works. The bidder should list all the information requested below and provide the documents confirming the ownership of the listed below equipment. In case involving a subcontractor, should be provided documents for the ownership of the subcontractor.  The minimum required list of equipment and tools is indicated in the table. The Contractor may add any other equipment and tools to the list that he owns or rents. |

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| Tool and Machinery | Type, year of issue, technical specification | Condition (new, good, poor), number | Owned, Leased, to be purchased |
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| **form d-1.**  **METHOD STATEMENT** |
| **The Method Statement**  Bidders shall provide a descriptive method statement that clearly demonstrates that they understand the scope of work, specifications, Health&Safety Environment, and the quality control requirements. This must describe the means and methods by which the desired results will be achieved in a practicable and efficient manner with the aim to meet the contract completion date and also comply with the standards specified in the Contract.  **The Works**  Bidder shall submit a method statement for the construction Works that shall describe details of the proper methods for the proposed project.  Bidder shall submit proper method statement for piling and foundations works  Bidder shall provide proper method statement on river flow management during piling works  Bidder shall provide the subsequesnce of work for metal structure installation  As site located on neighbourhood bidder shall provide methiod statement of site plan and heavy machinery management  **QA/QC Plan**  The details to be provided by Bidders shall include a description of:  **(a)** formal quality assurance procedures to be adopted that shall cover all construction operations;  **(b)** arrangements for carrying out quality control testing to demonstrate that the specified quality criteria have been achieved, including a schedule of all testing to be carried out in site and off-site  laboratories, as well as the locations of any off-site testing laboratories;  **(c)** quality assurance and quality control measures to be taken in respect of work carried out by subcontractors;  **Health&Safety and Environmental plan**  Bidders shall submit proposed details of health and safety arrangements to be adopted on all construction  operations. These details shall include a description of:  **(a)** formal health and safety plans to be adopted on all construction operations to provide safe  working conditions;  **(b)** pro-active arrangements to be taken to promote a safe working environment for all staff and  labour, including particular details relating to working in excavations and working at height;  **(c)** supervision arrangements to monitor health and safety conditions;  **(d)** measures to be taken when required health and safety procedures are not followed and  disciplinary action to be taken in respect of repeated disregard of health and safety procedures;  **(e**) medical facilities to be provided on the site;  **(f)** accident reporting facilities to be adopted;  **(g)** arrangements for investigating the cause of any accidents and determining preventative action to  be taken following any accident;  **(h)** health and safety measures to be taken in respect of work carried out by sub-contractors;  **(i)** staff to be employed having specific health and safety responsibilities;  **(j)** health and safety responsibilities of site management and supervision staff. |

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| **form D-2.**  **OUTLINE PROGRAMM** |
| The following information is provided in order to assist the Bidder in preparing the bid programme: |
| Refer to section Employer’s Requirements – programme |
| The programme must be consistent with method statement and show the critical path, sequence of works and acvivities or works, durations in form of Gantt chart |

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| **Form E.**  **LICENSES, CERTIFICATES**  **AND OTHER RELATED DOCUMENTS** |

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| **FORM F.**  **EXPERIENCE AND REFERENCES** |
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| **FORM G.**  **FINANCIAL CAPABILITY of Bidder** |
| The Bidder shall complete the Historical Financial Performance table (form) bellow along with submission of financial statements (balance sheets including income statements) for the last 3 years. The financial statement must be audited by a certified accountant or confirmed by State Tax Committee.  The Bidder shall demonstrate availability of sufficient financial resources, comprising working capital supplemented by credit line statements or overdraft facilities and others to meet the Bidder’s financial requirements for its current works commitments, and for the proposed project. If applicable the Bidder shall provide the confirmation documents from the bank or financial institutions. | |

1. **Historical Financial Peformance**

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| Financial Data for Previous Three (3) Years [ TJS ] | | |
| Year 1 | Year 2: | Year 3: |

Information from Balance Sheet

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| Total Assets (TA) |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |
| Net Worth = TA – TL / |  |  |  |  |
| Current Assets (CA) |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |
| Working Capital = CA – CL |  |  |  |  |

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| Most Recent Working Capital |  |  |

Information from Income Statement

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| Total Revenues |  |  |  |
| Profits Before Taxes |  |  |  |
| Profits After Taxes |  |  |  |

1. **Availibility of Financial Resourses**

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| **No.** | **Source of financing** | **Amount (USD)** |
| 1 | Working Capital |  |
| 2 | Credit Line |  |
| 3 | Bank deposits |  |
|  | Other Financial Resources |  |
| Total Available Financial Resources | |  |

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| **5. PRICING**  **Schedules**  **(BILL OF QUANTITIES)**   * 1. The construction cost can be priced in a Bidder free form.   2. For Pricing Schedules of the construction works, please refer to the Bills of Quantities template. As per the invitation to tender letter, editable pricing schedules / bills of quantities are issued as part of these Tender Documents. |
| 1. **Pricing Schedule**   The pricing schedule includes the following sections:  Bills of Quantities template |