Section 4: TENDERING FORMS

**PART C – TECHNICAL PROPOSAL**

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## 4.2 Technical Proposal

The requirement of this section is to propose a technical competency and documentation that will be used to evaluate under Section 03 (Evaluation and Qualification Criteria). Tender shall provide conceptual design, technical capacity to mobilize key equipment and personnel for the contract consistent with its proposal regarding work methods, scheduling, and material sourcing in sufficient detail and fully in accordance with the requirements stipulated in Section 6 (Employer's Requirements).

## 4.2.1 Conceptual Design

The tenderer should submit a concept design which indicates the basis of their financial proposals. The Concept design report should include the following;

|  |  |
| --- | --- |
| **No.** | **Design Considerations** |
| 1 | Concept and design process |
| 2 | Location and site plan |
| 3 | All floor plans (all plans including roof plan) |
| 4 | Elevations |
| 5 | Sections |
| 6 | 3D visualizations |
| Note: (appropriate 3D visualizations, sections and plans showing passive and active strategies of integration to sustainable design will be considered) | |

## 4.2.2 Method Statement

The method statement should outline how the tenderer intends to execute the works, clearly indicating the method of execution and allocation of key experts, support staffs, laborers, sub-contractors/suppliers, and equipment/machineries for each activity. The following key components of the scope of works should be covered in the method statement.

1. *Site investigations and preliminary surveys*
2. *Concept design and overall functionality of concept*
3. *Methodology to carry out ground works/foundations*
4. *Construction of main building*
5. *Landscaping details*
6. *Integration of design to environment/sustainable design*
7. *Aesthetic quality of design*
8. *Training of Operators*
9. *Commissioning of the building*
10. *Documentations upon handover*
11. *Arrangements to be undertaken during defects liability period*

## 4.2.3 Design Schedule (Site Survey, Concept And Detailed Design)

*[Required in Microsoft Project Format]*

The design schedule should indicate duration of each deliverable as specified under Employer’s requirement- Site Survey, Concept and Detailed Design. Additionally, submission date of each key document (Site Survey, Concept and Detailed Design) along with review period for the employer should be incorporated into the schedule.

## 4.2.4 Construction Schedule

*[Required in Microsoft Project Format]*

The construction schedule should indicate duration of each schedule of activity stated in Section 10 - Schedule of Activities.

## 4.2.5 Organization And Staffing

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

## 4.2.6 Personnel

Tenderers should provide the names of suitably qualified personnel to meet the requirements specified in Section 3 (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

Forms for Personnel

**Form PER – 1: Proposed Personnel**

Tenderers should provide the names of suitably qualified personnel to meet the specified requirements for each of the positions listed in Section III (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

|  |  |
| --- | --- |
| **1.** | **Title of position** |
|  | **Name** |
| **2.** | **Title of position** |
|  | **Name** |
| **3.** | **Title of position** |
|  | **Name** |
| **4.** | **Title of position** |
|  | **Name** |
| **5.** | **Title of position** |
|  | **Name** |
| **6.** | **Title of position** |
|  | **Name** |
| **7.** | **Title of position** |
|  | **Name** |

**Form PER – 2: Resume of Proposed Personnel**

The Tenderer shall provide all the information requested below. Fields with asterix (\*) shall be used for evaluation.

|  |  |  |
| --- | --- | --- |
| **Position\*** | | |
| **Personnel information** | **Name \*** | **Date of birth** |
|  | **Professional qualifications:** | |
| **Present employment** | **Name of Employer** | |
|  | **Address of Employer** | |
|  | **Telephone** | **Contact (manager/personnel officer)** |
|  | **Fax** | **E-mail** |
|  | **Job title** | **Years with present Employer** |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| From\* | To\* | Company, Project , Position, and Relevant Technical and Management Experience\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Forms for Equipment

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer. The Tenderer shall provide all the information requested below, to the extent possible. Fields with asterisk (\*) shall be used for evaluation.

|  |  |  |
| --- | --- | --- |
| **Type of Equipment\*** | | |
| **Equipment Information** | **Name of manufacturer** | **Model and power rating** |
|  | **Capacity\*** | **Year of manufacture\*** |
| **Current Status** | **Current location** | |
|  | **Details of current commitments** | |
|  |  | |
| **Source** | **Indicate source of the equipment**  **o Owned o Rented o Leased o Specially manufactured** | |

The following information shall be provided only for equipment not owned by the Tenderer.

|  |  |  |
| --- | --- | --- |
| **Owner** | **Name of owner** | |
|  | **Address of owner** | |
|  |  | |
|  | **Telephone** | **Contact name and title** |
|  | **Fax** | **Telex** |
| **Agreements** | **Details of rental / lease / manufacture agreements specific to the project** | |
|  |  | |
|  |  | |