Section III - Proposal Forms

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ANNEX I

TECHNICAL PROPOSAL CONTENT

# PROPOSAL CONTENT:

1. **The following information is to be completed and included in the First Envelope of the Proposal**
2. FORM OF PROPOSAL SECURITY (TENDER BOND) (BANK GUARANTEE)
3. Returnable Proposal Schedule 1 - Proposer's details
4. Returnable Proposal Schedule 2 - Proposer Information Sheet
5. Returnable Proposal Schedule 3 - Party to JV Information Sheet
6. Returnable Proposal Schedule 4 - Beneficial Ownership Disclosure Form
7. Returnable Proposal Schedule 5 - Firm Relevant Experience
8. Returnable Proposal Schedule 6 –Proposed approach
   1. Master Plan (To be developed and submitted)
   2. Work Schedule with Programme (To be developed and submitted)
   3. Summary Programme (To be developed and submitted)
   4. Deployment Chart (To be developed and submitted)
   5. Equipment Plan / List (To be developed and submitted)
   6. Method Statement (To be developed and submitted)
   7. Logistics Plan (To be developed and submitted)
9. Returnable Proposal Schedule 7 - Curriculum Vitae of individual professional staff Members
10. Returnable Proposal Schedule 8 - Proposal Program
11. Returnable Proposal Schedule 9 - Statement of proposed work methods
12. Returnable Proposal Schedule 10 - Capacity, experience and work

Completed

1. Returnable Proposal Schedule 11 - Proposed project and design team

experience and Organizational structure

1. Returnable Proposal Schedule 12 - Proposed subcontractors
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7. Returnable Proposal Schedule 18 - Construction Management Plans
8. Returnable Proposal Schedule 19 - Historical Contract Non-Performance,

and Pending Litigation

1. Returnable Proposal Schedule 20 - Current Contract Commitments / Works in Progress
2. Returnable Proposal Schedule 21 - Financial Resources
3. Returnable Proposal Schedule 22 - Technical Form of Proposal

# FORM OF PROPOSAL SECURITY (TENDER BOND) (BANK GUARANTEE)

Whereas, Ministry of Finance, Male’, Republic of Maldives (hereinafter called the Employer) invited tenders for the design and construction of the Development and Expansion of the Maafaru Airport-Phase II in Maldives, and it is required, in accordance with the Instructions to Proposers, that each Proposal be accompanied by a proposal security; and

Whereas, [name of Proposer] (hereinafter called the Proposers) has submitted a Proposal dated (hereinafter called the Tender).

NOW, THEREFORE, in consideration of the Proposal being entertained by the Employer alongside other Proposers, We [name of bank], having our registered office at [address of bank], (hereinafter called the Bank), hereby undertake and bind ourselves, our successors and assigns, to pay to [name of the Employer] the sum of [amount in figures and words] upon the following conditions:

1. If, after the closing date for the submittal of Proposals and during the period of validity of the Proposals specified by the Proposers in the Form of Proposal the Proposer withdraws the Proposal; or

1. If the Proposer, having been notified by the Purchaser during the period of validity of the Proposal of the acceptance thereof: fails or refuses to execute the Form of Agreement in accordance with Instructions to Proposers,

We undertake to pay to the Employer the above-mentioned amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that the Employer states in its demand that the amount claimed therein is due to the Employer owing to the occurrence of one or both of the above conditions and specifies the condition or Conditions which have occurred.

This Guarantee shall remain in force up to and including the date falling twenty-eight (28) days after the period of validity of the Proposal, as such period may be extended with the agreement of the Proposer, notice of which extension(s) is hereby waived by the Bank. Any demand in respect of this Guarantee shall be presented to the Bank not later than the date specified above.

Done in [name of city] on the day of [month] of [year]. [Signature(s) on behalf of the Bank

[Name(s) of Authorized Representative(s)]

[Designation(s)]

[Seal of the Bank]

# Returnable Proposal Schedule 1 - Proposer's details

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the information required for this Returnable Proposal Schedule may be provided by completing the document below or in an attached document.]

The Proposer must provide the following details (please print):

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maldivian Business License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and position of Proposer's Representative authorized to receive notices and negotiate on behalf of the Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for service of notices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of any joint venture or consortium that comprises the Proposer, including the nature of association between the entities and the basis upon which the entities propose to contract with Ministry of Planning and National Infrastructure:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Returnable Proposal Schedule 2 - Proposer Information Sheet

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFP No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Proposer’s Legal Name |
| 2. In case of JV, legal name of each party: |
| 3. Proposer’s actual or intended Country of Registration: |
| 4. Proposer’s Year of Registration: |
| 5. Proposer’s Legal Address in Country of Registration: |
| 6. Proposer’s Authorized Representative Information  Name:  Address:  Telephone/Fax numbers:  Email Address: |
| 7. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITP 4.4  🞎 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITP 4.1  🞎 In case of state-owned enterprise or institution, in accordance with ITP 4.6, documents establishing:   * Legal and financial autonomy * Operation under commercial law * Establishing that the Proposer is not under the supervision of the Employer   8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under PDS ITP 64.1, the successful Proposer shall provide additional information on beneficial ownership, using the Beneficial Ownership Disclosure Form.]* |

# Returnable Proposal Schedule 3 - Party to JV Information Sheet

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFP No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Proposer’s Legal Name: |
| 2. JV’s Party legal name: |
| 3. JV’s Party Country of Registration: |
| 4. JV’s Party Year of Registration: |
| 5. JV’s Party Legal Address in Country of Registration: |
| 6. JV’s Party Authorized Representative Information  Name:  Address:  Telephone/Fax numbers:  Email Address: |
| 7. Attached are copies of original documents of  🞎 Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITP 4.4.  🞎 In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Employer, in accordance with ITP 4.6.  8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. *[If required under PDS ITP 64.1, the successful Proposer shall provide additional information on beneficial ownership for each JV member using the Beneficial Ownership Disclosure Form.]* |

# Returnable Proposal Schedule 4 - Beneficial Ownership Disclosure Form

*INSTRUCTIONS TO PROPOSERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM*

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Proposer. In case of joint venture, the Proposer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Proposer is any natural person who ultimately owns or controls the Proposer by meeting one or more of the following conditions:*

* *directly or indirectly holding 25% or more of the shares*
* *directly or indirectly holding 25% or more of the voting rights*
* *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Proposer*

**RFP No.:** [*insert number of RFP process*]

**Request for Proposal No**.: [*insert identification*]

To: **[*insert complete name of Employer*]**

In response to your request in the Letter of Acceptance *dated [insert date of letter of Acceptance]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

**Details of beneficial ownership**

|  |  |  |  |
| --- | --- | --- | --- |
| Identity of Beneficial Owner | Directly or indirectly holding 25% or more of the shares  (Yes / No) | Directly or indirectly holding 25 % or more of the Voting Rights  (Yes / No) | Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Proposer  (Yes / No) |
| *[include full name (last, middle, first), nationality, country of residence]* |  |  |  |

***OR***

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Proposer

**OR**

*(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Proposer shall provide explanation on why it is unable to identify any Beneficial Owner]*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Proposer]”

**Name of the Proposer**: \*[*insert complete name of the Proposer*]

**Name of the person duly authorized to sign the Proposal on behalf of the Proposer**: \*\*[*insert complete name of person duly authorized to sign the Proposal*] \_\_\_\_\_\_\_\_\_\_\_

**Title of the person signing the Proposal**: [*insert complete title of the person signing the Proposal*] \_\_\_\_\_\_

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*] \_\_\_\_\_

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*] \_\_\_\_\_

\* In the case of the Proposal submitted by a Joint Venture specify the name of the Joint Venture as Proposer. In the event that the Proposer is a joint venture, each reference to “Proposer” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Proposal shall have the power of attorney given by the Proposer. The power of attorney shall be attached with the Proposal Schedules.

.

# Returnable Proposal Schedule 5 - Firm Relevant Experience

# Relevant Experience should be supported by Certificate from the Employer

|  |  |
| --- | --- |
| Assignment Name: | Country: |
| Location within Country: | Professional Staff Provided by your firm: |
| Name of Client: | No. of Staff: |
| Address: | No. of Staff Months : |
| Start Date: | Approx. Value of Services: (in current USD) : |
| Completion Date: |
| Name of Association Firm(s) if any : | No. of Months of Professional  Staff provided by Associated Firm(s): |
| Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed: | |
| Narrative Description of Project: | |
| Description of Actual Services Provided by your Staff : | |

# Returnable Proposal Schedule 6 - Consultant’s proposed approach

Consultant’s proposed approach and methodology for carrying out the required services.

# Returnable Proposal Schedule 7- Curriculum Vitae of individual professional staff Members

1. Proposed Position:
2. Name of Staff:
3. Date of Birth:
4. Nationality:
5. Educational Qualification: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).
6. Membership of Professional Institution and Societies
7. Publication: List of details of major technical reports/papers published in recognized journals.
8. Employment Record:

(Starting with present position, list in reversed order, and every employment held, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments, for experience period of specific assignment must be clearly mentioned, also give client references, where appropriate).

1. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate; the information in the summary will have bearing on the evaluation of the CV).

* 1. Education:

Field of graduation, year of post-graduation and year of any other specific qualification:

* 1. Experience:
     1. Total experience
     2. Responsibilities held:
     3. Relevant experience:
  2. Permanent Employment with the Firm (Yes/No):
  3. Permanent Employment with the Firm (Yes/No):

If yes, how many years?

If no, what is the employment arrangement with the firm?

1. Details of the current assignment and the time duration for which services are required for the current assignment.
2. Certification:

* I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.
* I, the undersigned, certify that to the best of my knowledge and belief, this bio‐ data correctly describes me, my qualification and my experience.

# Returnable Proposal Schedule 8 - Tender Program

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the information required for this Returnable Proposal Schedule may be provided by completing the document below or in an attached document. The Proposer may also include any other information that it considers relevant to support its Proposal Response. If the proposer is selected as the Successful Party, it will be required to further develop and complete the Program to a standard acceptable to [THE EMPLOYER] and consistent with its requirements for incorporation into the Contract.]

[THE PROPOSER MUST SUBMIT ITS DRAFT PROGRAM FOR PERFORMING THE WORK UNDER THE CONTRACT. THE PROPOSER IS REFERRED TO [SECTION 01320 – CONSTRUCTION PROGRESS DOCUMENTATION] IN THE GENERAL SPECIFICATIONS FOR DETAILS OF THE PROGRAM REQUIREMENTS.

The proposer must make its own detailed assessment of the time, work methods and activities that will be required for the successful and timely performance and completion of the Works and the Work under the Contract, and must submit its Tender Response on the basis of an assurance that the Work under the Contract can be performed, and the Works completed by the Dates for Practical Completion and the Milestone Dates identified in the Contract.

The Program must be prepared in sufficient detail to enable [THE EMPLOYER] to adequately evaluate the proposer's planned design, execution, staging and allocation of resources for the Work under the Contract and address the matters specified in relation to the "Program" specified in the Contract. The Program submitted by the Proposer must show the dates when the Milestones identified in the Contract will be achieved. It must also include and/or be accompanied by:

1. a program narrative that describes the mechanisms and assumptions made in preparing the program;
2. a critical path analysis for the performance of the Work under the Contract which must show clearly the float times available within the program and the earliest start/earliest finish and latest start/latest finish times for each and every activity;
3. clearly define the staging elements (refer Scope of Works for defined parameters);
4. clearly define how the Proposer will manage Site access and interfaces with Existing Improvements and how this will impact the program or sequencing of the works;
5. a schedule for the submission of documents for approval by Authorities, other approvals and material procurement activities, including time for submittals, re-submittals and reviews and time for any fabrication and delivery of manufactured products.
6. Dates when the Contractor requires confirmation of the light/dark finishes of the apartments
7. Dates for samples, prototypes and mockups
8. Procurement and delivery dates for major items of plant and equipment
9. In addition to pdf copies of the program the proposer must supply the program in native (P6 or Microsoft Project) format, or as noted by [THE EMPLOYER].

# Returnable Proposal Schedule 9 - Statement of proposed work methods

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information set out below and return it with this Returnable Proposal Schedule. The Proposer may also include any other information that it considers relevant to support its Proposal.]

**THE PROPOSER MUST PROVIDE A DETAILED WORK METHOD STATEMENT AS DETAILED IN** **[SECTION 01310 – PROJECT MANAGEMENT AND COORDINATION] IN THE GENERAL SPECIFICATIONS ON HOW:**

1. it proposes to stage and construct the Works;
2. a description of how the proposer will obtain all relevant Approvals prior to commencement of the Work under the Contract on Site;
3. a statement describing its methodology for coordinating with Authorities and complying with respective timescales for advance notification to enable Work under the Contract to commence on site in accordance with the program to be submitted by the Proposer with Returnable Proposal Schedule 3.

# Returnable Proposal Schedule 10 - Capacity, experience and work Completed

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule].

The Proposer must provide details of the Proposer's capacity to perform the Work under the Contract, including:

1. details of the Proposer’s capacity to perform the Work under the Contract, including details of all current projects being undertaken highlighting projects similar to the Project in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Description | Contract Sum | Expected Date of Completion | Name, title and telephone contact of client |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

and;

1. details of projects of similar type, size and complexity completed by the Proposer during the past five years in the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client | Project Description | Project Cost | Project Period | Description of work carried out and extent of Proposer’s responsibilities | Name, title and Telephone contact of client |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Returnable Proposal Schedule 11 - Proposed Project and Design Team Experience Organizational Structure and Methodology

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule].

The Proposer must set out below:

1. each of the name, position description and role of each of the key personnel that the Proposer proposes to assign to the performance of the Work under the Contract; the qualifications and relevant experience of each of the key personnel that the Proposer proposes to assign to the performance of the Work under the Contract, including a CV/resume for each of the key personnel;

The Proposer's corporate organizational chart and the proposed organizational structure for the performance of the Work under the Contract; and the individuals who will have the responsibility and authority for contract negotiations.

1. Key Personnel, showing details of:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Qualifications | Years’ Experience |
|  | Construction/ Operations Manager |  |  |
|  | Project Manager |  |  |
|  | Site Manager |  |  |
|  | Contracts Manager |  |  |
|  | Design Manager |  |  |
|  | Services/ ESD Manager |  |  |
|  | Authorities & Approvals Manager |  |  |
|  | Programmer |  |  |
|  | Others |  |  |

1. Personnel with responsibility and authority to conduct contract negotiations if Proposer is selected as preferred Proposer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The details of the Proposed Design Team. The proposer is to include a list of each company, the discipline that they will be responsible for and their respective lead director/point of contact. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Design Methodology**

The Proposer shall submit a design methodology which addresses as a minimum the following:

1. organizational arrangements for the design including: team structure, roles and responsibilities, interface arrangements, design review and approval procedures and quality assurance arrangements;
2. Proposed design deliverables *[Employer to specify mandatory requirements appropriate to good international industry practice e.g. drainage, and* temporary*/permanent access for the project];*
3. design statement setting out how the Employers Requirements will be achieved;
4. Any added value the Proposer will bring including examples of innovative aspects of the design;
5. comments on the Employer's Requirements, including:
6. status of the information available and relevant design issues for the Works;
7. comments on any errors, defects or ambiguities noted in the Employer’s Requirements; and
8. details of any exceptions in the conceptual design taken to the Employer's Requirements;
9. Sustainable Procurement: sustainability aspects (e.g. energy efficiency, reduction of wastages, material reduction, sources of materials etc.) demonstrating the Proposer’s approach and commitment to sustainable design and construction practices;
10. details of the approach to managing risks, stakeholder engagement, consultation and environmental permits/consents;
11. value engineering (value management) arrangements, including consideration of ES issues; and
12. *modify/include any other relevant information, as appropriate.*

# Returnable Proposal Schedule 12 - Proposed subcontractors

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule. For the purposes of this Returnable Tender Schedule, a reference to "subcontractor" includes "consultants" and "suppliers"].

The Proposer must provide details of its subcontractors it proposes to use on the Project, including:

1. The list of the company names of subcontractors it proposes to use for the performance of the Work under the Contract;
2. The particulars of the work which the Proposer proposes will be undertaken by them; and
3. An estimate of the cost and expenses to be paid for each subcontract.
   1. Name of Subcontractor 1
   * Business address
   * Business contact phone number
   * Particulars of the work to be carried out by the Subcontractor 1
   1. Name of Subcontractor 2

* Business address
* Business contact phone number
* Particulars of the work to be carried out by the Subcontractor 2
  1. Name of Subcontractor 3
* Business address
* Business contact phone number
* Particulars of the work to be carried out by the Subcontractor 3

# Returnable Proposal Schedule 13 - Plant, equipment and facilities

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information referred to below and return it with this Returnable Tender Schedule].

Plant and Equipment:

The Proposer must provide a list of the major items of plant, Construction Equipment or Equipment to be used, and include information as to the numbers, types and capacities to be used.

Other locally based resources:

The Proposer must provide details of its locally based resources, including office facilities, information technology, management expertise, financial resources and other facilities.

A separate Form shall be prepared for each item of equipment proposed.

|  |  |  |
| --- | --- | --- |
| Item 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 | |

# Returnable Proposal Schedule 14 - Site Safety record

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information referred to below and return it with this Returnable Tender Schedule].

[The Proposer must submit a detailed statement of its performance in managing safety across project sites during the last three years, including records in respect of safety incidents and lost time injuries on those sites].

# Returnable Proposal Schedule 15 - Insurance

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule].

The Proposer is to provide details of the following insurance policies it will be required to procure. Proposers are advised that [THE EMPLOYER] may request copies of the Proposers insurance policies wording and any endorsements during the Tender Response review and negotiations, including amounts of any deductibles and all exclusions.

1. Worker's compensation insurance and employer's liability insurance:

* Name of Insurer:
* Policy No:
* Insured Amount:
* Renewal Date:
* Name of Broker:
* Contact details of Broker:

2. Contractor's plant and equipment insurance:

* Name of Insurer:
* Policy No:
* Insured Amount:
* Renewal Date:
* Name of Broker:
* Contact details of Broker:
* Contractor's motor vehicle insurance:
* Name of Insurer:
* Policy No:
* Insured Amount:
* Renewal Date:
* Name of Broker:
* Contact details of Broker:

3. General Third Party liability insurance:

* Name of Insurer:
* Policy No:
* Insured Amount:
* Renewal Date:
* Name of Broker:
* Contact details of Broker:

4. Professional indemnity insurance:

* Name of Insurer:
* Policy No:
* Insured Amount:
* Renewal Date:
* Name of Broker:
* Contact details of Broker:

# Returnable Proposal Schedule 16 - Quality Assurance System

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information referred to below and return it with this Returnable Tender Schedule].

The Proposer must submit the following or other quality management information.

1. Quality management manual - An outline of the quality management policy intended to be employed by the Proposer.
2. Organizational structure - A chart indicating personnel with responsibility for quality matters within the Proposer's organization.
3. Outline Quality Management Plan - An outline of the Quality Management Plan demonstrating the approach to be taken to quality matters during the performance of the Work under the Contract.
   1. The Quality Management Plan must:
      1. comply with the Contract;
      2. be appropriate to the design (if any), materials, fabrication, components, construction and site maintenance activities; and
      3. be specific to the Work under the Contract and the Works.
4. Integration - An outline of how the Quality Assurance System and Quality Management Plan are integrated with all other systems and plans implemented by the Contractor.
5. Experience - An outline of the Proposer's past experience of using and implementing quality assurance and quality control systems. Proposers must provide at least two (2) examples of past projects where quality assurance and quality control systems were utilized, and details must be provided about how the Proposer implemented and managed those systems.

# Returnable Proposal Schedule 17 - Environmental Management System

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information referred to below and return it with this Returnable Tender Schedule].

The Proposer must submit the following or other Environmental Management Information:

1. Environmental Management Manual - An outline of the environmental management policy intended to be employed by the Proposer.
2. Organizational structure - A chart indicating personnel with responsibility for environmental matters within the Proposer's organization.
3. Outline Environmental Management Plan - An outline of the Environmental Management Plan demonstrating the approach to be taken to environmental matters during the performance of the Work under the Contract. The Environmental Management Plan must:
4. comply with the Contract;
5. be appropriate to the design (if any), materials, fabrication, components, construction and site maintenance activities; and
6. Be specific to the Work under the Contract and the Works.
7. Integration - An outline of how the Environmental Management System and Environmental Management Plan are integrated with all other systems and plans implemented by the Contractor.
8. Experience - An outline of the Proposer's past experience of using and implementing environmental management systems. Proposers must provide at least two (2) examples of past projects where environmental management systems were utilized and details must be provided about how the Proposer implemented and managed those systems.
   1. be appropriate to the design (if any), materials, fabrication, components, construction and site maintenance activities; and
   2. Be specific to the Work under the Contract and the Works.
9. Integration - An outline of how the Integrated Management System is integrated with all other systems and plans implemented by the Contractor.
10. Experience - An outline of the Proposer's past experience of using and implementing integrated management systems. Proposers must provide at least two (2) examples of past projects where integrated management systems were utilized and details must be provided about how the Proposer implemented and managed those systems.

# Returnable Proposal Schedule 18 - Construction Management Plans

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposers must provide outline plans for the following (refer to the Contract for requirements under the Contract regarding these plans)]:

* 1. Construction and Site Management Plan
  2. Design Management Plan
  3. Quality Management Plan
  4. Workplace Health and Safety Management Plan
  5. Environmental Management Plan
  6. Site Management & Marine Execution Plan
  7. Employee Relations Management Plan
  8. Indigenous Participation Plan
  9. Testing and Commissioning Management Plan
  10. Risk Management Plan
  11. Construction, Pedestrian & Traffic Management Plan
  12. Contamination Management plan
  13. Waste Management Plan
  14. Communication Plan including authority levels
  15. Obtaining and managing consents, permits and approvals
  16. Construction and site specific issues
      1. Construction phasing proposals including sequence of work and management of conflicting activities;
      2. Plan ensuring that geotechnical investigations or other advance works meet the project requirements
      3. Risk management approach for geotechnical and subsurface aspects of the Works
  17. Possession of the site
  18. Frequency and venue of site meetings
  19. Progress payments
  20. Working hours
  21. Safety requirements
  22. Insurance
  23. Scope of works
  24. Programs
  25. Quality assurance procedures
  26. Resources
  27. Site arrangement plan showing location of site offices and personnel facilities
  28. Existing Facility construction interface issues, including any necessary temporary hoarding & Early access provisions
  29. Noise Management Plan
  30. Dust Management Plan
  31. Protection to existing staff and personnel on site
  32. Protection to adjacent Transport Infrastructure
  33. Water efficiency & Protection of marine/ vegetation
  34. Protection of services and adjacent transport infrastructure
  35. Materials Handling Plans
  36. Staff and workforce parking management plan
  37. Personnel training plan;
  38. arrangements for testing upon completion of the works;
  39. arrangements for site handover, including completion of as-built drawings, preparation of operation and maintenance manuals, and any other relevant aspects; and
  40. Mobilization Schedule *[insert Mobilization Schedule]*

# Returnable Proposal Schedule 19 - Historical Contract Non-Performance, and Pending Litigation

***[This form should be used only if the information submitted at the time of initial selection requires updating. The following table shall be filled in for the Proposer and for JVs, each member of the Joint Venture]***

Proposer’s Name: *[insert full name]*

Date: *[insert day, month, year]*

JV Member’s Name: *[insert* *full name]*

RFP No. and title: *[insert RFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria of the Initial Selection document | | | |
| 🞎 Contract non-performance did not occur since 1st January *[insert year]*  🞎 Contract(s) not performed since 1st January *[insert year]* | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*  Name of Employer: *[insert full name]*  Address of Employer: *[insert street/city/country]*  Reason(s) for nonperformance: *[indicate main reason(s)]* | *[insert amount]* |
| Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria | | | |
| 🞎 No pending litigation | | | |
| 🞎 Pending litigation | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), US$ Equivalent (exchange rate)** |
|  |  | Contract Identification:  Name of Employer:  Address of Employer:  Matter in dispute:  Party who initiated the dispute:  Status of dispute: |  |

# Returnable Proposal Schedule 20 - Current Contract Commitments / Works in Progress

Proposers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of contract** | **Employer, contact address/tel /fax** | **Value of outstanding work (current US$ equivalent)** | **Estimated completion date** | **Average monthly invoicing over last six months (US$/month)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| etc. |  |  |  |  |

# Returnable Proposal Schedule 21 - Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria

|  |  |
| --- | --- |
| **Source of financing** | **Amount (US$ equivalent)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

# Returnable Proposal Schedule 22 - Technical Form of Proposal

NAME OF CONTRACT: Development and Expansion of the Maafaru Airport-Phase II

To: [insert name and address of the Employer]

We have examined the Conditions of Contract, Employer’s Requirements, Schedules and Addenda Nos. ………… for the execution of the above named Works. We have understood and checked these documents and have not found any errors in them. We accordingly offer to design, execute and complete the said Works and remedy any defects fit for the purpose, in conformity with the Proposal Documents and the enclosed Proposal, for the fix lump sum stated in the Form of Price Proposal included in a separate envelope and submitted with this proposal, or other such sums as may be determined in accordance with the terms and conditions of the Contract.

We confirm that our proposal includes this General Information, Price Proposal and Design / Technical Proposal sealed under three separate envelopes.

We accept your suggestions for the appointment of the Adjudicator, as set out in Proposal Data\*.

We agree to abide by this Proposal until [insert date], and it shall remain binding upon us and may be accepted at any time before that date.

We confirm that, we (including all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specifications, and other documents for the Contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Proposal, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other proposal you may receive.

Signature of the Power of Attorney holder or the person duly authorized to sign documents for and on behalf of

Address:

Date:

ANNEX II

FINANCIAL PROPOSAL

# FINANCIAL PROPOSAL CONTENT:

1. **The following information is to be completed and included in the FINANCIAL proposal Envelope (second envelope) of the Proposal**
2. Returnable Proposal Schedule 23 – Contractor Verification of site Inspection and Quantity Verification
3. Returnable Proposal Schedule 24 – Departures or qualifications from the Contract
4. Returnable Proposal Schedule 25 – Supplements to Proposal Documents
5. Returnable Proposal Schedule 26 – Authorization to Execute Proposal Response and Proposal Documents
6. Returnable Proposal Schedule 27 – Proposal Compliance Statement
7. Returnable Proposal Schedule 28 – Rates and Pricing
8. Returnable Proposal Schedule 29 – BOQ & Dayworks
9. Returnable Proposal Schedule 30 – Financial Form of Proposal

Notes:

1. Please refer to Volume 3 for BOQ for format of the BOQ and Dayworks
2. The Dayworks are to be priced with unit rates and carried to a final sum.
3. The BOQ needs to be priced as a lump sum for each “bill item”, the quantities were only provided as an estimate. All quantities are to be verified by the proposer.
4. Each item in the BOQ will be listed as a quantity of one (1) each in the contract.
5. Payment for the works will be based on a schedule of values, submitted and accepted prior to the first pay request.
6. Each item will be paid as a percentage of each lump sum value.

# Returnable Proposal Schedule 23 - Contractor Verification of site Inspection and Quantity Verification

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must attach the information referred to below and return it with this Returnable Tender Schedule].

Whereas, Ministry of Planning and National Infrastructure, Male’, Republic of Maldives (hereinafter called the Employer) invited tenders for Consultancy Services for the design and construction for the Development and Expansion of the Maafaru Airport-Phase II in Maldives, and it is required, in accordance with the Instructions to Proposers, that each Proposal be accompanied by a verification of site inspection and quantity verification; and

We hereby confirm that we have the visited and examined all the locations and surroundings for the above mentioned work package and obtained full information required for tendering this work package.

Whereas, [name of Proposer] (hereinafter called the Proposers) has submitted a Proposal dated (hereinafter called the Proposal).

NOW, THEREFORE, in consideration of the Proposal being entertained by the Employer alongside other Proposers, We [name of Proposer], having our registered office at [address of Proposer], hereby confirm that we have inspected the site, verified all quantities, understand the scope of works and have agreed to a lump sum, non-remeasurable proposal.

SIGNED.......................................... TITLE.............................................

PROPOSER........................................... DATE.............................................

# Returnable Proposal Schedule 24 - Departures or qualifications from the Contract

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule.

[THE EMPLOYER] does not expect that the Proposer will seek amendments to the Contract. The Proposer will be evaluated accordingly if departures are identified. If there are any such departures, the Proposer must provide full and complete details of its departures and qualifications to that it proposes to make in relation to the Contract, including full drafting of any proposed amendments. General statements of issues "to be discussed" will not be accepted.

If the Proposer proposes any departures or qualifications to the Contract, it must:

1. identify the clause number;
2. provide a description of the proposed departure or qualification;
3. justify the reason for the departure or qualification;
4. provide the complete amended wording where required; and
5. specify the additional cost to comply with that clause if it was not amended,
6. In the form set out in the table below.

Clause Description and reason for departure or qualification Proposed amended wording Cost to comply if clause not amended if the Proposer does not propose to make any departures or qualifications, the table above must be marked "Nil". If nothing is stated then the Proposer will be deemed not to be proposing any departures from the Contract.

# Returnable Proposal Schedule 25 - Supplements to Proposal Documents

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposer must complete the information set out below. If the Proposer requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Tender Schedule].

We acknowledge receipt of the following Supplements, the terms of which are incorporated in the Tender Response:

Number Date of issue Description……………………..

# Returnable Proposal Schedule 26 - Authorization to Execute Proposal Response and Proposal Documents

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposers must attach the information referred to below and return it with this Returnable Proposal Schedule].

The proposer must attach a certified copy of a resolution of its Board of Directors (or equivalent authorization) that authorizes the person or persons who have signed the Form of Proposal and the Returnable Proposal Schedules to sign those documents on behalf of the Proposer.

# Returnable Proposal Schedule 27 - Proposal Compliance Statement

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Note to Proposers: the Proposers must attach the information referred to below and return it with this Returnable Proposal Schedule].

We hereby declare the following:

1. Our Tender submittal is completely In accordance with the Tender documents including the following Supplements that were issued to us:

* (Supplement No. : Date issued)

1. Notwithstanding the contents of the Descriptions contained within the Bills of Quantities, our rates include for everything necessary to complete the works entirely in accordance with the complete Tender Documents, including but not limited to all Drawings, Specifications. Cut Sheets and the like.
2. There are no deviations / qualifications / departures on technical, commercial. Program and any other aspects of the Tender documents with the exception of the following that has been accepted by the Consultant:

* (insert as required)

1. This declaration supersedes any other information that is provided in our Tender submittal.

SIGNED ................................................... TITLE .............................................

PROPOSER ..................................................... DATE .............................................

# Returnable Proposal Schedule 28 - Rates and Pricing

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note to Proposers: the Proposers must attach the information referred to below and return it with this Returnable Proposal Schedule.

The Proposer must attach:

1. its lump sum price for performing the work under the Contract Work under the Contract in accordance with the Contract via Supplemental BOQ as per Schedule 22.;
2. a detailed breakdown of its lump sum prices, including submitting all prices for all items listed below by way of completion of the ‘Pricing Schedule’ to be issued as part of the Tender Documents via Supplemental BOQ as per Schedule 22.
3. Completion of the preliminaries schedule, pricing extracts schedule and trade prices breakdown to be issued as part of the Tender Documents via Supplemental BOQ as per Schedule 22.
4. a schedule of rates (for valuation of Variations and progress payments) and the percentage (%) for calculating profit and attendance payable on works carried out and applicable under the Contract as per the Dayworks schedule in Schedule 22.

**Note to Proposers**:

Tenders determined to be substantially responsive will be checked by [THE EMPLOYER] for any arithmetic errors. Errors will be corrected by [THE EMPLOYER] as follows:

1. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the totals shall be corrected;
3. In the Bill of Quantities, unit rates are not used. Each item will be priced as “Item” the estimated units in the BOQ will be stripped out and each line item will be priced as a lump sum. The estimated units are for reference only, contractor is responsible to verify and certify all quantities.
4. If a Lump Sum Price is used and a discrepancy is found, then the individual prices shall be adjusted pro-rata until the total is equal to the Lump Sum Price.
5. The amount stated in the Tender will be adjusted by [THE EMPLOYER] in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the Proposer. The Proposer shall be notified accordingly.

# Returnable Proposal Schedule 29- Preamble, Preliminaries, BOQ & Dayworks

Contract: Development and Expansion of the Maafaru Airport-Phase II

Name of Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

[THE proposer] to attach a priced Preamble, Preliminaries, BOQ and Dayworks found in Volume 3.

# Returnable Proposal Schedule 30 - Financial Form of Proposal

NAME OF CONTRACT: Development and Expansion of the Maafaru Airport-Phase II

To: [insert name and address of the Employer]

We have examined the Conditions of Contract, Employer’s Requirements, Schedules and Addenda Nos. ………… for the execution of the above named Works. We have understood and checked these documents and have not found any errors in them. We accordingly offer to design, execute and complete the said Works and remedy any defects fit for the purpose, in conformity with the Proposal Documents and the enclosed Proposal, for the fix lump sum stated in the Form of Financial Proposal included in a separate envelope and submitted with this proposal, or other such sums as may be determined in accordance with the terms and conditions of the Contract.

We confirm that our proposal includes this General Information, Price Proposal and Design / Technical Proposal sealed under three separate envelopes.

We accept your suggestions for the appointment of the Adjudicator, as set out in Proposal Data\*.

We agree to abide by this Proposal until [insert date], and it shall remain binding upon us and may be accepted at any time before that date.

We confirm that, we (including all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specifications, and other documents for the Contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Proposal, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other proposal you may receive.

Signature of the Power of Attorney holder or the person duly authorized to sign documents for and on behalf of

Address:

Date: