Section 4 - Bidding Forms

- Without Prequalification -

This Section contains the sample forms and bill of quantities which are to be completed by the bidder and submitted as part of his bid as per ITB 12 and 14.

The Letter of Bid and Schedules shall be prepared using the relevant formats (except BOQ) furnished in Section 4 (Bidding Forms). The forms must be prepared and completed without any alternation to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. The Bill of Quantities shall be filled only on the forms provided in the Bidding Documents.

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Letter of Bid

LETTER OF TENDER

NAME OF CONTRACT: Reclamation of land to develop Hdh.Kudahuvadhoo Airport. TES/2016/W-051

TO:

*Mr. Ahmed Mujuthaba, Director General, Tender Evaluation Section, Ministry of Finance and Treasury, Ameenee Magu, Male’, Republic of Maldives*

We have examined the Conditions of Contract, Employer’s Requirements, Schedules, the attached Appendix and Addenda Nos \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or the above-named Works. We have examined, understood, and checked the documents and have ascertained that they contain no errors or other defects. We accordingly offer to design execute and complete the Works and remedy any defects therein, in conformity with this Tender which includes all these documents and the enclosed Proposal, for the lump sum of

(*in currencies of payment*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*in numbers*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*in words*]

We accept your suggestions for the appointment of the DAB, as set out in Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*We have completed the Schedule by adding our suggestions for the other Member of the DAB, but these suggestions are not conditions of this offer*]\*

We agree to abide by this Tender until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and shall remain binding upon us and may be acted at any time before that date. We acknowledge that the Appendix forms part of this Letter of Tender.

If this offer is accepted we will 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.

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.

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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

duly authorised to sign tenders for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If the Tenderer does not accept, this paragraph may be deleted and replaced by:

We do not accept you suggestions for the appointment of the DAB. We have included our suggestions in the Schedule, but these suggestion are not conditions if this offer. If these suggestions are not acceptable to you, we propose that the DAB be jointly appointed in accordance with Sub-Clause 20.2 of the Conditions of Contract.

Form of Bid Security

##### Bank Guarantee

***Bank’s Name, and Address of Issuing Branch or Office***

**Beneficiary: Ministry of Finance and Treasury, Ameene Magu, Male’, Republic of Maldives.**

**Date:**………………………..

**Bid Security No.:**

We have been informed that . . . . . ***name of the Bidder****. . . . .*  (hereinafter called "the Bidder") has submitted to you its bid dated . . . . . . . . . (hereinafter called "the Bid") for the execution of **(*insert name of bid)*** under Invitation for Bids No. . . . . . . . . . (“the IFB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we . . . . . ***name of Bank****. . . . .*  hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . . . . . .***amount in figures*** . . . . . . . . . (. . . . . . .***amount in words*** . . . . . . . )upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or

(c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder’s bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

. . . . . . . . . . . ***.Bank’s seal and authorized signature(s)*** . . . . . . . . . .

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product***

Form of Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Contract No.: *[insert number of bidding process]*

Invitation for Bid No.: ……………….

To: **Ministry of Finance and Treasury, Ameene Magu, Male’, Republic of Maldives.**

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the **Ministry of Finance and Treasury, Republic of Maldives** for the period of time of *[insert number of months or years]* starting on *[insert date],* if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or

(b) having been notified of the acceptance of our Bid by the *Employer* during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

Current Contract Commitments / Works in Progress

Bidders 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **Contact Address, Tel, Fax** | **Value of Outstanding Work**  **[MRf]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months [MRf/month)]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

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 3 (Evaluation and Qualification Criteria)

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of financing** | **Amount (MRf)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

Bidder’s Qualification

To establish its qualifications to perform the contract in accordance with section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

Form ELI - 1: Bidder Information Sheet

|  |  |  |
| --- | --- | --- |
| Bidder Information | | |
| **Bidder’s legal name** |  |
| **In case of JV, legal name of each partner** |  |
| **Bidder’s country of constitution** |  |
| **Bidder’s year of constitution** |  |
| **Bidder’s legal address in country of constitution** |  |
| **Bidder’s authorized representative**  (name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.**   * 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2. * 2. Authorization to represent the firm or JV named in above, in accordance with ITB 20.2. * 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1. * 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5. | |

Form ELI - 2: JV Information Sheet

***Each member of a JV must fill in this form***

|  |  |
| --- | --- |
| JV / Specialist Subcontractor Information | |
| **Bidder’s legal name** |  |
| **JV Partner’s or Subcontractor’s legal name** |  |
| **JV Partner’s or Subcontractor’s country of constitution** |  |
| **JV Partner’s or Subcontractor’s year of constitution** |  |
| **JV Partner’s or Subcontractor’s legal address in country of constitution** |  |
| **JV Partner’s or Subcontractor’s authorized representative information**  (name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.**   * 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2. * 2. Authorization to represent the firm named above, in accordance with ITB 20.2. * 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5. | |

Form LIT - 1: Pending Litigation

***Each Bidder or member of a JV must fill in this form***

|  |  |  |  |
| --- | --- | --- | --- |
| Pending Litigation | | | |
| * **No pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)** * **Pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)** | | | |
| **Year** | **Matter in Dispute** | **Value of Pending Claim in US$ Equivalent** | **Value of Pending Claim as a Percentage of Net Worth** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Form FIN - 1: Financial Situation

***Each Bidder or member of a JV must fill in this form***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financial Data for Previous 3 Years [MRf]** | | |
| **Year 1:** | **Year 2:** | **Year 3:** |

**Information from Balance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Assets** |  |  |  |
| **Total Liabilities** |  |  |  |
| **Net Worth** |  |  |  |
| **Current Assets** |  |  |  |
| **Current Liabilities** |  |  |  |

**Information from Income Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Revenues** |  |  |  |
| **Profits Before Taxes** |  |  |  |
| **Profits After Taxes** |  |  |  |
| * Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions. * All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies. * Historic financial statements must be audited by a certified accountant. * Historic financial statements must be complete, including all notes to the financial statements. * Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted). | | | |

Form FIN - 2: Average Annual Construction Turnover

***Each Bidder or member of a JV must fill in this form***

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover Data for the Last 3 Years (Construction only)** | | | |
| **Year** | **Amount**  **Currency** | **Exchange**  **Rate** | **MRF** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Average Annual Construction Turnover** | | |  |

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to US Dollars at the rate of exchange at the end of the period reported.

Form FIN – 3: 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 3 (Evaluation and Qualification Criteria)

|  |  |  |
| --- | --- | --- |
| **Financial Resources** | | |
| **No.** | **Source of financing** | **Amount (US$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

Form FIN- 4: Current Contract Commitments / Works in Progress

Bidders 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.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of Contract | Employer’s **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 |  |  |  |  |  |
|  |  |  |  |  |  |

Form EXP – 1: General Construction Experience

Each Bidder or member of a JV must fill in this form

| **General Construction Experience** | | | | |
| --- | --- | --- | --- | --- |
| **Starting**  **Month**  **Year** | **Ending**  **Month**  **Year** | **Years** | **Contract Identification and Name**  **Name and Address of Employer**  **Brief Description of the Works Executed by the Bidder** | **Role of Bidder** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Form EXP – 2(a): Specific Construction Experience

Fill up one (1) form per contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract of Similar Size and Nature** | | | |
| **Contract No** . . . . . . **of** . . . . . . | **Contract Identification** |  | |
| **Award Date** |  | **Completion Date** |  |
| **Role in Contract** | * **Contractor** | * **Management Contractor** | * **Subcontractor** |
| **Total Contract Amount** | **US$** | | |
| **If partner in a JV or subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** | |
| **Employer’s Name**  **Address**  **Telephone/Fax Number**  **E-mail** |  | | |
| **Description of the similarity in accordance with Criteria 2.4.2(a) of Section 3** | | | |
|  |  | | |

Form EXP - 2(b): Specific Construction Experience in Key Activities

Fill up one (1) form per contract

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract with Similar Key Activities** | | | |
| **Contract No** . . . . . . **of** . . . . . . | **Contract Identification** |  | |
| **Award Date** |  | **Completion Date** |  |
| **Role in Contract** | * **Contractor** | * **Management Contractor** | * **Subcontractor** |
| **Total Contract Amount** | **US$** | | |
| **If partner in a JV or subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** | |
| **Employer’s Name**  **Address**  **Telephone Number**  **Fax Number**  **E-mail** |  | | |
| **Description of the key activities in accordance with Criteria 2.4.2(b) of Section 3** | | | |
|  |  | | |

Technical Proposal

***Note: The details submitted by the Bidder as their Technical Proposal shall be a key factor for determination of the responsiveness of the Bid, and the responsibility and capability of the Bidder to perform the Contract if awarded.***

***The Bidder shall provide this information separately for each project site.***

**Technical Proposal - Available Capacity Analysis (Technical & Financial)**

Bidders shall provide a detailed analysis of their firm’s overall capabilities (both technical and financial) of current existing contracted obligations verse total capacity, to clearly demonstrate that the Bidder has sufficient capability to take on this Contract.

Personnel :

Bidders should provide details of proposed personnel, suitably qualified for the work as in Form PER-1 and PER-2.

Form PER – 1: Proposed Key Personnel

|  |  |
| --- | --- |
| **1.** | **Title of position\* Team Leader/Project Manager** |
|  | **Name** |
| **2.** | **Title of position\* Project Manager** |
|  | **Name** |
| **3.** | **Title of position\* Project Engineer** |
|  | **Name** |
| **4.** | **Title of position\* Field Supervisors** |
|  | **Name** |
|  | **Title of position\* Others** |
|  | **Name** |

Form PER – 2: Resume of Proposed Personnel

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | | | |
| **Personnel information** | **Name** | **Date of birth** | **Nationality:** |
|  | **Languages and Degree of proficiency (Excellent/Good/Weak):** | | |
|  | **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 / Relevant technical and management experience |
|  |  |  |
|  |  |  |
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|  |  |  |

Note: The Bidder shall provide above information separately for each project site.

Equipment

Bidders shall provide adequate information of the equipment proposed for the work as in Format below.

|  |  |  |
| --- | --- | --- |
| **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** | |

Note: The Bidder shall provide above information separately for each project site.

Site Organization

Bidders shall submit the proposed site organization chart indicating the key position and description of tasks assigned for such position.

Method Statement

Bidders shall submit a detail method statement describing the methodology proposed to be adopted in the execution of the contract.

Specifics shall include methodology and/or information for

1. Dredging and Reclamation including preparatory works before commencement of reclamation activities
2. Environmental Monitoring during Construction
3. Construction of Revetment
4. Other items

Mobilization and Construction Schedule

Bidders shall submit detail schedule indicating mobilization, material supply and construction. This schedule shall include all major components of the project.

Subcontractors, Suppliers Etc.

Bidders shall submit details of subcontractors, suppliers and other service providers proposed for the work.

Others

Bidders shall provide

1. Environment Compliance and Management Plan
2. Quality Assurance Program
3. Safety Program