

SECTION – IV
BIDDING FORMS

Table of Sample Forms and Procedures

LETTER OF BID	2
LETTER OF BID – SINGLE STAGE BIDDING	2
LETTER OF BID – TWO STAGE BIDDING, FIRST STAGE BID	4
LETTER OF BID – TWO STAGE BIDDING, SECOND STAGE BID	6
SCHEDULES OF RATES AND PRICES	8
SCHEDULE NO. 1. PLANT AND MANDATORY SPARE PARTS SUPPLIED FROM ABROAD	8
SCHEDULE NO. 3. DESIGN SERVICES	11
SCHEDULE NO. 4. INSTALLATION AND OTHER SERVICES	12
SCHEDULE NO. 5. GRAND SUMMARY	14
SCHEDULE NO. 6. RECOMMENDED SPARE PARTS.....	15
TECHNICAL PROPOSAL	16
SITE ORGANIZATION	17
METHOD STATEMENT	18
MOBILIZATION SCHEDULE.....	19
CONSTRUCTION SCHEDULE.....	20
PLANT(<i>THE FOLLOWING SHALL BE SUPPLIED WITH THE BID FOR EVALUATION</i>).....	21
CONTRACTOR’S EQUIPMENT	24
PERSONNEL.....	26
PROPOSED SUBCONTRACTORS FOR MAJOR ITEMS OF PLANT AND INSTALLATION SERVICES	28
OTHERS – TIME SCHEDULE	29
BIDDER INFORMATION SHEET	30
PARTY TO JVA INFORMATION SHEET	31
HISTORICAL CONTRACT NON-PERFORMANCE	32
CURRENT CONTRACT COMMITMENTS / WORKS IN PROGRESS.....	33
FINANCIAL SITUATION	34
HISTORICAL FINANCIAL PERFORMANCE	34
AVERAGE ANNUAL TURNOVER.....	36
FINANCIAL RESOURCES	37
EXPERIENCE –GENERAL EXPERIENCE	38
SPECIFIC EXPERIENCE	39
SPECIFIC EXPERIENCE IN KEY ACTIVITIES	41
FORM OF BID SECURITY(BID BOND).....	44
FORM OF BID-SECURING DECLARATION	45
MANUFACTURER’S AUTHORIZATION	46

Letter of Bid

Letter of Bid – Single Stage Bidding

Date: _____
ICB No.: _____
Invitation for Bid No.: _____
To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 8 _____;
- (b) We offer to _____, in conformity with the Bidding Document, the following Plant and Installation Services: _____
- (c) The price of our Bid, excluding any discounts offered in item (d) below is the sum of: _____, (_____), **and** _____, (_____)]
- (d) The discounts offered and the methodology for their application are: _____

_____;
- (e) Our bid shall be valid for a period of _____ days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
- (g) We, including any subcontractors or manufacturers for any part of the contract, have or will have nationalities from eligible countries, in accordance with ITB-4.2;
- (h) We, including any subcontractors or manufacturers for any part of the contract, do not have any conflict of interest in accordance with ITB-4.3;
- (i) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB-4.3, other than alternative bids submitted in accordance with ITB-13;
- (j) We, including any of our subcontractors or manufacturers for any part of the contract, have not been declared ineligible by the Bank, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (k) We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB-4.5;¹

¹*Bidder to use as appropriate*

(l) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

(m) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

(n) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____, _____

Letter of Bid – Two Stage Bidding, First Stage Bid

Date: _____
ICB No.: _____
Invitation for Bid No.: _____
To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 8 _____;
- (b) We offer to _____, in conformity with the Bidding Document, the following Plant and Installation Services: _____
- (c) We, including any subcontractors or manufacturers for any part of the contract, have or will have nationalities from eligible countries, in accordance with ITB-4.2;
- (d) We, including any subcontractors or manufacturers for any part of the contract, do not have any conflict of interest in accordance with ITB-4.3;
- (e) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB-4.3, other than alternative bids submitted in accordance with ITB-13;
- (f) We, including any of our subcontractors or manufacturers for any part of the contract, have not been declared ineligible by the Bank, under the Employer’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (g) We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB-4.5;²
- (h) We further undertake, if invited to do so by you, and at our own cost, to attend a clarification meeting at a place of your choice, for the purpose of reviewing our First Stage Bid and duly noting all amendments and additions thereto, and noting oMAUsions therefrom that you may require.
- (i) We further undertake, upon receiving your written invitation, to proceed with the preparation of our Second Stage Bid, updating our First Stage Bid in accordance with the requirements from the Memorandum of the clarification meeting, and completing our Second Stage bid for supplying the Plant and Installation Services.
- (j) We have paid, or will pay the following comMAUsions, gratuities, or fees with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

²*Bidder to use as appropriate*

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____, _____

Letter of Bid – Two Stage Bidding, Second Stage Bid

Date: _____
ICB No.: _____
Invitation for Bid No.: _____
To: _____

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 8, and your requirements incorporated in the Memorandum of the clarification meeting held between us on [date], _____;

(b) We offer to _____, in conformity with the Bidding Document the following Plant and Installation Services: _____;

(c) The price of our Bid, excluding any discounts offered in item (d) below is the sum of: _____, (_____), **and** _____, (_____).

The discounts offered and the methodology for their application are: _____;

(d) Our bid shall be valid for a period of _____ days from the date fixed for the subMAUsion deadline for the Second Stage bids as stipulated in the Letter of Invitation to submit a Second Stage Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;

(f) We, including any subcontractors or manufacturers for any part of the contract, have or will have nationalities from eligible countries, in accordance with ITB-4.2;

(g) We, including any subcontractors or manufacturers for any part of the contract, do not have any conflict of interest in accordance with ITB-4.3;

(h) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB-4.3;

(i) We, including any of our subcontractors or manufacturers for any part of the contract, have not been declared ineligible by the Bank, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;

(j) We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB-4.5;³

(k) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
-------------------	---------	--------	--------

³*Bidder to use as appropriate*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

(l) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and

(m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____, _____

Schedules of Rates and Prices**Schedule No. 1. Plant and Mandatory Spare Parts Supplied from Abroad**

Item	Description	Unit	Qty(1)	Unit ² Price CIP sites(2)	Total Price ² ((1)X(2))
KIPEVU-101	Three (3) 33KV transformer incomers bays.(From the 132/33 kV transformers) 33KV double busbar gas insulated switchgear bays complete with control system, circuit breaker, disconnectors, earthing switches, fast acting earthing switch, current transformers, 3 phase voltage transformers, surge arrestors, busbars and busbars connections.	Pc	3		
KIPEVU-102	Twelve (12) 33KV outgoing feeder lines bays. 33KV double busbar gas insulated switchgear bays complete with control system, circuit breaker, disconnectors, earthing switches, fast acting earthing switch, current transformers, 3 phase voltage transformers, surge arrestors, busbars and busbars connections.	pc	12		
KIPEVU-103	Two (2) 33/11KV transformer bays. 33KV double busbar gas insulated switchgear bays complete with control system, circuit breaker, disconnectors, earthing switches, fast acting earthing switch, current transformers, 3 phase voltage transformers, surge arrestors, busbars and busbars connections.	pc	2		
KIPEVU-104	One (1) 33KV bus coupler bay. 33KV double busbar gas insulated switchgear bays complete with control system, circuit breaker, disconnectors, earthing switches, current transformers, 3 phase voltage transformers, busbars and busbars connections.	pc	1		
KIPEVU-105	33kv transformer Incomer protection and control panel – 132/33kV Transformers.	pc	3		
KIPEVU-106	33KV line protection and control panels – 33kV Feeders	pc	12		
KIPEVU-107	Transformer control and protection panel - 33/11kV Transformers	pc	2		
KIPEVU-108	33kv bus coupler protection panel	pc	1		
KIPEVU-109	33kv Busbar protection panel	pc	1		
KIPEVU-110	Transformers and Feeders Metering panel	pc	1		
KIPEVU-111	33KV incomer cables in 1000mmsq S/C Cu including cable sealing ends for the 3No. of 132/33KV Tx MV & GIS connections. (indoor & outdoor)	Lot	1		
KIPEVU-112	33KV Feeder cables in 800mmsq S/C Cu including cable sealing ends for 12No. of feeder GIS & Transition connections. (indoor & outdoor)	Lot	1		
KIPEVU- 113	33KV Tx cables in 800mmsq S/C Cu including	Lot	1		

	cable sealing ends for the 2No. of 33/11KV Transformer HV & GIS connections. (indoor & outdoor)				
KIPEVU- 114	Materials for Transition structure for outgoing line cables including Terminations (outdoor) for 12No. of feeders in 630mmsq S/C XLPE aluminium cables (Transition – Existing OH line Cables)	Lot	1		
KIPEVU- 115	33 kv Outdoor surge arresters complete with mounting structures and earthing accessories.	pc	50		
KIPEVU- 116	Fourteen(14) panel 11 kV switchboard (with 2 No. of Incomer panels, 1 No. of Bus Coupler, 8 No. of feeder panels, 2 No. of Bus PT, 2 No. of Auxiliary Tx panels)	Lot	1		
KIPEVU- 117	11/0.415kV 100KVA station transformers	pc	2		
KIPEVU- 118	11KV incomer cables in 630mmsq S/C Cu including their Indoor and Outdoor termination kits (2No. of 11kV Incomers to 2No. of 33/11kV Transformers)	Lot	1		
KIPEVU- 119	11KV line cables in 300mmsq 3core Cu including their Indoor and Outdoor termination kits.	Lot	1		
KIPEVU- 120	11 kV Pole mounted Surge Arresters complete with mounting structures and Earthing accessories.	pc	40		
KIPEVU- 121	Substation Automation System (SAS)	LOT	1		
KIPEVU- 122	Control and measuring cables	LOT	1		
KIPEVU- 123	Auxiliary AC supply including Auto Change over system.	Lot	1		
KIPEVU- 124	DC supply System	Lot	1		
KIPEVU- 125	Earthing system	Lot	1		
KIPEVU- 126	Ancillary Equipment	Lot	1		
KIPEVU- 127	Switchyard Lighting System	Lot	1		
KIPEVU- 128	Lightning protection system	Lot	1		
KIPEVU- 129	1000 mts of 48 core approach cable and 2 ODF to be included in scope for the reorganization of existing approach cables.	Lot	1		
KIPEVU- 130	Optical terminal equipment type SDH STM-4 and associated materials for Kipevu	Lot	1		
KIPEVU- 130	Telecommunication system and associated accessories(radio/fiber based communication)	Lot	1		

Schedule No. 2. Mandatory Spare Parts Supplied abroad

For 33KV GIS

The following spares and tools are to be provided for the GIS:

Item no.	Item Description	Quantity
	<i>Tools</i>	
TT-001	Gantry crane	1 pc
TT-002	Gas filling equipment	1pc
TT-003	Gas vacuuming equipment	1pc
TT-004	SF6 Gas processing unit	1pc
TT-005	SF6 spare Gas	10 cylinders

For Substations

Item no.	Item Description	Quantity
	<i>Spares</i>	
SS-001	33kV GIS Breaker	2
SS-002	33kv main and backup line protection units	2
SS-003	33kV GIS Disconnecter	2
SS-004	33kV GIS Current Transformer	2
SS-005	33kV GIS Voltage Transformers	2
SS-006	33 kV cable jointing sets for S/C 800 mm ² cable	20
SS-007	33 kV cable jointing sets for S/C 1000 mm ² cable	10
SS-008	33kV GIS Surge Arrestor	6
SS-009	Transformer Protection unit for 33/11 kV transformer bay	1
SS-010	Bay control unit	2
SS-011	SCADA and Telecommunications interface unit of each type as described in 4.1.6	1 lot
SS-012	11 kV indoor Circuit Breaker for incomer	1
SS-013	11KV Voltage Transformer	1
SS-014	11 kV cable jointing sets for 3core 300 mm ² cable	10
SS-015	11 kV cable termination sets for s/c 630 mm ² cable	5
SS-016	Auxiliary relays of matching type to ones used in offered equipment, assorted	5
SS-017	Control contactors of matching type to ones used in offered equipment, assorted	5
SS-018	Assorted MCB's for AC and DC distribution boards	10
SS-019	Trip coils for each type of Circuit Breaker	5
SS-020	Close coils for each type of Circuit Breaker	5
SS-021	Indicating lamps	10
SS-022	Interlocking coils for circuit breakers	4
SS-023	Earth switch interlocking coils	4
SS-024	33KV cable termination kit	3
SS-025	SAS and telecommunication tools	1 set
	<i>Tools for substations</i>	
TS-001	Lap tops	2

Schedule No. 3. Design Services

Item	Description	Qty.	Unit Price ¹		Total Price ¹
			Local Currency Portion	Foreign Currency Portion	
		(1)	(2)	(optional)	(1) x (2)
KIPEVU-301	Substation Design (Electrical, Mechanical, Civil, Control/protection engineering) Including dimensioning of all connections	1			
KIPEVU-302	Coordination of relay settings	1			
KIPEVU-303	Telecommunication System design	1			
Subtotal					
TOTAL (to Schedule No. 5. Grand Summary)					
			Name of Bidder		_____
			Signature of Bidder		_____
¹ Specify currency in accordance with specifications in Bid Data Sheet under ITB 18.1 in Single Stage Bid, or ITB 30.1 in Two Stage Bid.					

Schedule No. 4. Installation and Other Services

Item	Description	Qty	Unit Price ¹		Total Price ¹	
			Foreign Currency Portion	Local Currency Portion	Foreign	Local
		(1)	(2)	(3)	(1x2)	(1x3)
Installation						
KIPEVU - 401	Necessary rehabilitation & reinforcements to suit the GIS requirements	Lot				
KIPEVU- 402	Cable trenches, trays & accessories	Lot				
KIPEVU - 403	Erection works for transition structure	Lot				
KIPEVU - 404	Recovering of existing equipment & transportation to KPLC store	Lot				
KIPEVU - 405	Clean up of the substation building (cable gallery etc)	Lot				
KIPEVU - 406	Erection and commissioning of GIS	Lot				
KIPEVU- 407	Telecommunications system installation, intergration and commissioning	Lot				
KIPEVU- 408	Protection & SCADA system installation & commissioning.	Lot				
Factory Acceptance Tests (FAT) and Training in protection & control						
KIPEVU - 409	Relay & Control Panels	Lot				
KIPEVU- 410	SCADA & Telecom Equipment	Lot				
KIPEVU - 411	Protection training	Lot				
KIPEVU - 412	Substation Control system training	Lot				
KIPEVU - 413	Telecommunications Training	Lot				
KIPEVU - 414	GIS (Gas insulated switchgear)	Lot				
Facilities to be provided to Project Manager/Employer						
KIPEVU - 415	Communication facilities - Pre-paid phone with airtime – 18 months					
KIPEVU - 416	Site offices					
	Transport Services to sites for Project Manager					
	TOTAL (to Schedule No. 5. Grand Summary)					
			Name of Bidder	_____		
			Signature of Bidder	_____		

Schedule No. 5. Grand Summary

Item	Description	Total Price ¹	
		Foreign	Local
	Total Schedule No. 1. Plant, and Mandatory Spare Parts Supplied from Abroad		
	Total Schedule No. 2. Plant, and Mandatory Spare Parts Supplied from Within the Employer’s Country		
	Total Schedule No. 3. Design Services		
	Total Schedule No. 4. Installation and Other Services		
	TOTAL (to Bid Form)		

	Name of Bidder _____ Signature of Bidder _____
--	---

¹Specify currency in accordance with specifications in Bid Data Sheet under ITB 18.1 in Single Stage Bid, or ITB 30.1 in Two Stage Bid. Create and use as many columns for Foreign Currency requirement as there are foreign currencies

Technical Proposal

- Site Organization
- Method Statement
- Mobilization Schedule
- Construction Schedule
- Plant
- Contractor's Equipment
- Personnel
- Proposed Subcontractors for Major Items of Plant and Installation Services
- Others

Site Organization

- Organization chart (*The names shall include & match all those in mobilization schedule*)

Method Statement

a) Method statement, design and engineering in regard to the following

- i. Investigations/survey.*
- ii. Design considerations for the transition connection (for 33KV cables).*
- iii. The substation is situated in highly corrosive environment and contractor shall submit a brief description of the solutions for both indoor and outdoor installations*
 - a. Other Substation components.*

b) Method statement, Site works (shall include detailed presentation of the following)

- a) Quality control measures, a narration of specific quality control mechanisms measures at design, manufacture, erection, installation, testing and commissioning. The presentation shall include method of recruitment/selection of the subcontractors/sub suppliers and how they will be supervised.*
- b) Safety, Health and Environmental plan –This should include a narration of measures that will be adopted to ensure that the projects are completed without accidents, with minimum negative impact on the environment.*

c) Method statement, extensions in existing substations (where applicable)

- *Extensions of auxiliary systems*
- *Transition connections other outdoor equipment (, Earthing, Transformer cable structures etc).*
- *Replacements/upgrade of existing equipment.*
- *The Bidder shall check the dimensions of rooms and outdoor plots where electrical equipment is proposed to be erected. The rooms and plots must accommodate the equipment as well as having workspace for operators and maintenance personnel.*
- *The Bidder shall in his bid present arrangement drawings showing how he intends to adapt the equipment to the space available. If the space is not sufficient the Bidder shall indicate necessary enlargements. Failing to do so the Bidder must bear the cost of later modifications of the facilities.*

Mobilization Schedule

The contractor shall give a presentation of Project implementation plan WITH matched resources (Human, Tools and Equipment) to ensure timely completion.

Construction Schedule

Plant*(the following shall be supplied with the bid for evaluation)*

A. Technical guarantee schedules for Major equipment listed below
(The tables shall be filled as per tables provided in section VI item 4.3)

- i. Power transformers*
- ii. Instrument transformers*
- iii. Substation Control and protection system*
- iv. MV & HV switchgear including Surge arresters and instrument transformers*
- v. Cables.*

B. Principle Design Drawings and Functional descriptions for

- a. Layout design; arrangement of outdoor equipment.*
- b. Single line diagram and protection philosophy*
- c. Substation automation, control and topologies with detailed Functional description. Information defining the internal local control communication protocol shall be submitted with the Bid. The Bidder shall guarantee the availability of spares in 10 years from cessation of normal production. This shall be demonstrated by the bidder.*
- d. Building layout with dimensions and equipment arrangement. Drawings showing the control system, protection units and the boards as they are proposed shall be supplied with the Bid.*
- e. HV and MV Cables: A quality control system based on regularly accelerated test of production samples according to CENELEC HD605 shall be described.*
- f. LV cables: The Bidder shall in the Bid give detailed information about the different types of cables proposed.*
- g. Power Transformers:-*
 - i. Bidder shall propose in the Bid details of bushings with drawings showing air clearances and creepage distances.*
 - ii. Bidder shall state the current densities in the windings.*
 - iii. Bidder shall submit Full detailed description of the windings with the Bid*
 - iv. The maximum safe perMAUsible vacuum (millimetres of mercury) which may be applied above oil level, to the tank, cooling equipment and to the conservator, without causing permanent distortion, shall be stated.*
 - v. The particulars of priming and finishing paintings shall be stated, with specifications of paint,*

together with a listing of colours available, for each of the plant and equipment.

- vi. The bidder shall list all special tools and equipment required for erection of the transformer.*
- vii. The following detailed drawings for transformer shall be submitted;*

(Note: if complete design drawings are not available, drawings should be submitted of an existing design equivalent in all essential detail to that being offered).

a. Dimensioned outline drawings of the transformer and any auxiliary plant showing:

- The arrangement and position of all fittings and accessories.*
- Any section to be removed for shipment and their separate dimensions and weights.*
- Principal dimensions and minimum clearances (phase/phase and phase/earth).*
- Weight, sling angles and height from ground level to crane hook applicable for lifting:*
- The tank cover*
- The complete transformer*
- The cores and coils out of the tank*
- Position and function of all valves.*
 - Position and function of all access openings.*
 - Total weight and distribution of weight to enable foundations to be designed (to be designed by the Employer).*

b. Drawings showing the arrangement of the core and windings including core clamping arrangement.

c. Detailed drawings of the tapping switch showing internal details of switch and mechanism, tapping connections and change-over link board.

d. Fully dimensioned drawings of all proposed bushings including cross-sections and full electrical characteristics.

e. Schematic wiring diagrams of automatic voltage control, cooler control, and protection systems with fully detailed description of the operation.

- Drawings of proposed rating and diagram plates.*

f. Catalogues of all accessory equipment and fittings.

h. 11KV switchboard

The Bidder shall demonstrate that for 11KV cable test purposes, it must be possible to loosen the connection between cables and the measurement transformers from the front of the switchboard, with

energised busbars without removing any apparatus. The bidder is also required to provide functional descriptions of the following aspects of the switchgear.

- *Arc protection scheme.*
- *Design for exhaust duct for fumes*

Contractor's Equipment

Form EQU

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key Contractor's 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 Bidder.

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 <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Bidder.

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	

Form FUNC

The Bidder shall copy in the left column of the table below, the identification of each functional guarantee required in the Specification and stated by the Employer in para. 1.2 (c) of Section III. Evaluation and Qualification Criteria, and in the right column, provide the corresponding value for each functional guarantee of the proposed plant and equipment.

Required Functional Guarantee	Value of Functional Guarantee of the Proposed Plant and Equipment
1.	
2.	
3.	
...	

Personnel

Form PER -1

Proposed Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements stated in Section III. 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

**As listed in Section III.*

Form PER-2

Resume of Proposed Personnel

Name of Bidder

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 over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

Proposed Subcontractors for Major Items of Plant and Installation Services

A list of major items of Plant and Installation Services is provided below.

The following Subcontractors and/or manufacturers are proposed for carrying out the item of the facilities indicated. Bidders are free to propose more than one for each item

Major Items of Plant and Installation Services	Proposed Subcontractors/Manufacturers	Nationality

Others – Time Schedule

(to be used by Bidder when alternative Time for Completion is invited in ITB 13.2 – Single Stage Bidding only)

Form ELI 1.1
Bidder Information Sheet

Date: _____

ICB No.: _____

Invitation for Bid No.: _____

Page _____ of _____ pages

E. Bidder's Legal Name
2. In case of JVA, legal name of each party:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JVA, letter of intent to form JVA including a draft agreement, or JVA agreement, in accordance with ITB Sub-Clauses 4.1 and 11.1(i) Single Stage Bidding or 11.1(g) Two Stage Bidding. <input type="checkbox"/> In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5.

Please note that a written authorization needs to be attached to this sheet as required by ITB 21.2 Single Stage Bidding) or ITB 17.2 Two Stage Bidding

Form ELI 1.2

Party to JVA Information Sheet

Date: _____
ICB No.: _____
Invitation for Bid No.: _____
Page _____ of _____ pages

E. Bidder's Legal Name:
2. JVA's Party legal name:
3. JVA's Party Country of Registration:
4. JVA's Party Year of Registration:
5. JVA's Party Legal Address in Country of Registration:
6. JVA's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5.

Form CON – 2 Historical Contract Non-Performance

In case a prequalification process was conducted this form should be used only if the information submitted at the time of prequalification requires updating

Bidder's Legal Name: _____ Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Page _____ of _____ pages

Non-Performing Contracts in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.2.1 of Section III, Evaluation Criteria			
Pending Litigation, in accordance with Section III, Evaluation Criteria			
<input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.2.2 of Section III, Evaluation Criteria			
<input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.2.2 of Section III, Evaluation Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	_____

Form CCC

Current Contract Commitments / Works in Progress

Bidders and each partner to a JVA 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.				

Form FIN – 3.1

Financial Situation

Historical Financial Performance

Bidder's Legal Name: _____

Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Page _____ of _____ pages

To be completed by the Bidder and, if JVA, by each partner

Financial information in US\$ equivalent	Historic information for previous _____ () years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- (a) Must reflect the financial situation of the Bidder or partner to a JVA, and not sister or parent companies
- (b) Historic financial statements must be audited by a certified accountant
- (c) Historic financial statements must be complete, including all notes to the financial statements
- (d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Form FIN – 3.2

Average Annual Turnover

Bidder's Legal Name: _____

Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Page _____ of _____ pages

Annual turnover data (construction only)		
Year	Amount and Currency	US\$ equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*Average Annual Construction Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section III, Evaluation Criteria, Sub-Factor 2.3.2.

Form FIN3.3

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 III, Evaluation and Qualification Criteria

Source of financing	Amount (US\$ equivalent)
1.	
2.	
3.	
4.	

Form EXP 2.4.1

Experience –General Experience

Bidder's Legal Name: _____

Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years *	Contract Identification	Role of Bidder
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Employer: Address:	_____

*List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year

Form EXP – 2.4.2(a)

Specific Experience

Bidder's Legal Name: _____

Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Page _____ of _____ pages

Similar Contract Number: ___ of ___ required.	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor or
Total contract amount	_____		US\$ _____
If partner in a JVA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Employer's Name:	_____		
Address:	_____		
Telephone/fax number:	_____		
E-mail:	_____		

Form EXP – 2.4.2(a) (cont.)

Specific Experience (cont.)

Bidder's Legal Name: _____

Page _____ of _____ pages

JVA Partner Legal Name: _____

Similar Contract No. __[insert specific number] of [total number of contracts] __ required	Information
Description of the similarity in accordance with Sub-Factor 2.4.2a) of Section III:	
Amount	_____
Physical size	_____
Complexity <ul style="list-style-type: none"> • SAS brief description implemented • Type of Telecommunication • Substation protocols for communication 	_____
Methods/Technology	_____
Physical Production Rate	_____

The subcontractors for the installation and erection works (including civil) shall be listed and details of their scope of works clearly described.

Form EXP – 2.4.2(b)

Specific Experience in Key Activities

Bidder's Legal Name: _____

Date: _____

JVA Partner Legal Name: _____

ICB No.: _____

Subcontractor's Legal Name: _____

Page _____ of _____ pages

		Information	
Contract Identification		_____	
Award date		_____	
Completion date		_____	
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontracto r
Total contract amount	_____		US\$ _____
If partner in a JVA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Employer's Name:	_____		
Address:	_____ _____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

Form EXP – 2.4.2 (b)(cont.)

Specific Experience in Key Activities (cont.)

Bidder's Legal Name: _____

Page _____ of _____ pages

JVA Partner Legal Name: _____

Subcontractor's Legal Name: _____

	Information
Description of the key activities in accordance with Sub-Factor 2.4.2b) of Section III:	

The subcontractors for the installation and erection works (including civil) shall be listed and detailsof their scope of works clearly described.

Form of Bid Security(Bank Guarantee)

Beneficiary: _____

Date: _____

BID GUARANTEE No.: _____

We have been informed that _____ (hereinafter called “the Bidder”) has submitted to you its bid dated _____ (hereinafter called “the Bid”) for the execution of _____ 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 _____ hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ (_____) 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) _____ 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 Form, if required, 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 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.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Form of Bid Security(Bid Bond)

BOND NO. _____

BY THIS BOND _____ as Principal (hereinafter called “the Principal”), and _____, **authorized to transact business in** _____, as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____ as Obligee (hereinafter called “the Employer”) in the sum of _____⁴(_____), for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Employer dated the ___ day of _____, 20___, for the construction of _____ (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) _____ withdraws its Bid during the period of bid validity specified in the Form of Bid; or
- (b) _____ 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 Form, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer’s first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Invitation to Bid or extended by the Employer at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ___ day of _____ 20___.

Principal: _____ Surety: _____
Corporate Seal (where appropriate)

(Signature) (Signature)
(Printed name and title)

(Printed name and title)

⁴ The amount of the Bond shall be denominated in the currency of the Employer’s country or the equivalent amount in a freely convertible currency.

Form of Bid-Securing Declaration

Date: _____
Bid No.: _____
Alternative No.: _____

To: _____

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 Borrower for the period of time of _____, starting on _____, 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 Letter 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: _____

In the capacity of _____

Name: _____

Duly authorized to sign the bid for and on behalf of: _____

Dated on _____ day of _____, _____

Corporate Seal (where appropriate)

Manufacturer's Authorization

Date: _____

ICB No.: _____

To: _____

WHEREAS

We _____, who are official manufacturers of _____, having factories at _____, do hereby authorize _____ to submit a bid the purpose of which is to provide the following goods, manufactured by us _____, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions, with respect to the goods offered by the above firm.

Signed: _____

Name: _____

Title: _____

Duly authorized to sign this Authorization on behalf of:

Dated on _____ day of _____, _____