***[SPC Reference number]***

### TECHNICAL PROPOSAL SUBMISSION FORM – WORKS

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| Technical Requirements | | |
| *Evaluation criteria* | *Response by Bidder* | |
| PART A : Organisational Experience /Expertise of the Firm | | |
| **Experience:** The bidder shall provide details of three projects that demonstrate their experience in completing similar works in Fiji and in the Pacific in the past 5- 7 years. | **Details for three references:** | |
| 1. Client’s name: *[insert name of client 1]* | |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract Value: | *[insert value of contract]* |
| Project Description: | *[insert details of the project]* |
| Project Dates: | *[insert start date and contract duration]* |
| 2. Client’s name: *[insert name of client 2]* | |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract Value: | *[insert value of contract]* |
| Project Description: | *[insert details of the project]* |
| Project Dates: | *[insert start date and contract duration]* |
| 3. Client’s name: *[insert name of client 3]* | |
| Contact name: | *[insert name of contact]* |
| Contact details: | *[insert contact details]* |
| Contract Value: | *[insert value of contract]* |
| Project Description: | *[insert details of the project]* |
| Project Dates: | *[insert start date and contract duration]* |
| **Financial Capacity.**  Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the  contract. | *[Bidder’s answer]* | |

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| **PART B: Proposed Methodology and Approach** | |
| **1.** Please outline your proposed implementation plan including specific actions and time length to ensure successful timely completion of the project.  Please submit a Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. | *[Bidder’s answer]* |
| **2.Subcontracting** | Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.   |  |  |  |  | | --- | --- | --- | --- | | **Subcontractor 1** | **Subcontractor 2** | **Subcontractor 3** | **Subcontractor 4** | | Name |  |  |  | | Proposed Role |  |  |  | | Percentage of Work Allocated |  |  |  | |

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| 3. Describe the key risks including safety, material availability, etc. you have identified with this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. | *[Bidder’s answer]* | |
| 4. What Environmental considerations and mitigation measures do you envisage are required to complete this project?  List actions/efforts to be undertaken to prevent or, where not possible, to minimise the impact of your activities towards climate change and damage to the environment. | *[Bidder’s answer]* | |
| 5. Outline any safety procedures, plans and personnel protection such as hard hats, eye protection, etc. that will be used over the duration of work. | *[Bidder’s answer]* | |
| 6. Outline your waste management plan including intended procedures for handling the waste, disposal method, disposal site etc. | *[Bidder’s answer]* | |
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| PART C: **Resources** |  | |
| **Part C.1- Materials and Contractors Equipment.**  Submit details of the list of equipment, machineries etc that will be used in the execution of the Works. Include details of their availability, brand, age, and condition. The bidder must demonstrate that they own or have the ability to hire the specific plants needed for the work | |  |  |  | | --- | --- | --- | | Equipment/Machinery | Details – Brand/Age/condition | Owned /Hired | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
| **Part C.2- Personnel:**  The bidder shall outline their key team members for this project.  **List of Key Roles for this Contract:**  -Project Manager/Contractor’s Representative  - Site based Construction  - Supervisor/Construction Manager. | Project Manager’s Name and experience: | *[insert details about the project manager and its experience]* |
| Site Manager’s name and experience: | *[insert details about the site manager and its experience]* |
| Foreman experience. | *[insert details about the staff/sub-contractors and its experience]* |

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| **For the Bidder:** *[insert name of the company]* |
| Signature:  Name of the representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |