**ANNEX VII**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 19/047*

*Supply and Installation of Materials for the Water System Intake Pumping Station, AVGF Filter Tank, Concrete Storage Tank and Stand Pipe Assembly in Ngatpang State, Republic of Palau.*

**PART A: RELEVANT EXPERIENCE**

**A1: Firm/Institution Background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Year Established:** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Fax Number:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Employees:** |  |
| **Submit five (5) years Financial Records** |  |

**A2: Work Experience**

**(6 pages maximum, 2 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their experience

Detailed evidence of the proposed subcontractors’ relevant experience must also be submitted.

The projects cited must have been completed or substantially completed within the last 5 years and be of a similar nature to this contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project One | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description: | | | | |
| Previous Client contact name and phone number: | |  | | |
| Names of Key Delivery Team Members and Roles: | |  | | |
| Names and roles of bidders’ subcontractors: | |  | | |

**A3: Track Record**

**(3 page maximum, 1 per project)**

Using the format below, bidders shall provide details of three projects that demonstrate their track record in completing works similar to the Contract Works.

The projects cited must have been completed within the last 5 years, be of a similar nature to this contract and one of the projects must be of at least 25% of the value of the price proposed for this contract.

The areas on which referees will be asked to comment may include:

* Quality of the work,
* Programme achieved versus planned,
* Management style, claims culture,
* Clarity of documentation submitted,
* Health, safety and environmental management,
* Coordination and communication skills (internally and externally),
* Effectiveness of quality assurance systems.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Track Record** | | | | |
| Track Record - Project One | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: |  | | Tenderer’s Role: | *[e.g. Main Contractor, Subcontractor, Joint Venture]* |
| Project Description and key points on Contractors performance: | | | | |
| Client Reference contact name and phone number: | |  | | |
| Was the project complete prior to the contract completion date including any extensions of time (if not state reasons why). | |  | | |
| Was project delivered to the required quality standards and was any rework required | |  | | |
| Was project completed within the required budget and/or what were reasons for any cost overruns | |  | | |

**PART B: METHODOLOGY**

**(3 pages maximum)**

A bidder is expected to demonstrate their understanding of the project and the SPC’s needs, and the means and methods by which the desired results can be achieved in a practicable and efficient manner.

By answering the questions below, bidders shall describe the methods they will use to carry out the Contract Works on time and to the standards and requirements specified in the Contract.

**METHODOLOGY**

This section should demonstrate the Bidder’s responsiveness to the specification and scope of work by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

1. **Project Management Strategy:** Describe the overall management approach and strategies toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

|  |  |  |
| --- | --- | --- |
| **Key Personnel/Position** | **Activities** | **Time Allocation** |
|  |  |  |
|  |  |  |

1. **Risks / Mitigation Measures:** Please describe the potential risks for the implementation of 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.

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
|  |  |

1. **Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.
2. **Sustainability Measures:** Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
3. **Implementation Timelines:** The Bidder shall submit the Gantt Chart or Project Schedule ***specifying the completion date of 30 June 2020*** and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**PART C: RESOURCES**

**Part C.1 - Materials and Contractor’s Equipment**

**(2 pages maximum)**

Using the format below, bidders shall submit details of materials and the availability, brand, age and condition of Contractor’s Equipment that will be used in the execution of the Works[[1]](#footnote-1). Tenderers must demonstrate that they own or have the ability to hire the specific plant listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| Part C.1 Materials and Contractor’s Equipment (to be used on this Contract) | Tick One | | |
| 1. Contractor’s Equipment *[list]* | Already Owned | Will be Purchased | Will be Hired |
| Grader  Rollers  Watercart  Trucks  Excavator  Cement Mixer  Power Tools  Generator |  |  |  |
| 1. The contractor should detail the source of all the materials and also the process they will use to procure and have it supplied to the site | | | |

**Part C.2a – Key Personnel**

**Please share business and management structure of the firm**

Using the table below, for each key role listed, bidders shall describe their proposed team members **(one page per role). The CVs for key personnel must also be provided**

It is acceptable for roles requiring partial commitment to be undertaken by the same person, provided they have the appropriate skills

List of Key Roles and requirement for this Contract:

* Contract Manager/Contractor’s Representative
* Site based Construction Supervisor/Construction Manager.
* Firm should also include details of how they would engage local labours.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C.2 : Key Personnel** *[expand space below, to a maximum 1 page per role]* | | | |
| **Role 1:** *[state role]* | | | |
| Person’s Name: |  | Current Commitments: |  |
| Fluency in English  Spoken:  Written: |  | Commitment to proposed Contract  % of time:  Total Hours: |  |
| Relevant Experience and Skills brought to this project:  Relevant Qualifications and Training for this project: | | | |

|  |  |
| --- | --- |
| Relevant Experience and Skills brought to this project:  Relevant Qualifications and Training for this project: | |
| Previous Client referee contacts for the person’s most recent project: | Previous Client referee, Name and position: ……………………………………………………………………….  Company: ……………………………………………………………  Contact details (phone): …………………………………………..  Email: ……………………………………………………………….. |

**Part C.2b – Subcontractor**

Using the table below, bidders shall state details of the subcontractors they propose to use for the Contract

|  |
| --- |
| **Part C.2b : Subcontractor** |
| Subcontractor 1  Name:  Location of sub-contractor:  Proposed Role:  Percentage of Works allocated: \_\_\_\_\_\_ %  Subcontractor 2  Name:  Location of sub-contractor:  Proposed Role:  Percentage of Works allocated: \_\_\_\_\_\_ %  *[add lines if necessary]* |

**Part C3: Local Capacity**

Part D.1: Building Local Capacity

(2 pages maximum)

Using the format below, bidders shall describe their proposal for engagement and development of local (Palauan) professional staff, tradespersons and labours, residing in Palau. The residence status of nominated local personnel would be verified.

This submission must identify the bidder’s commitment to engaging Palau based personnel and indicate how the bidder intends to further develop the relevant skills and qualification of local personnel working on the project.

Bidders must say how they will build better local capacity during the term of the Agreement

|  |
| --- |
| **Building Local Capacity** |
| 1. Local Businesses   [Describe how you will support local business through this contract] |
| 1. Professional Staff   [Describe ways in which you propose to support and develop local Palauan pursuing construction management roles and/or technical/professional qualifications through this contract] |
| 1. Trades Staff   [Describe proposed actions to support and develop local Palauan pursuing trade qualifications through this contract] |
| 1. Labourers   [Describe proposed actions to support and develop local Palauan labourers through this contract] |

1. [↑](#footnote-ref-1)