**Annex IV**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no: 20/076*

**PART A1 – Bidder Detail Form**

|  |  |
| --- | --- |
| Bidders Legal Name: |  |
| Year Established |  |
| Physical Address: |  |
| Postal Address: |  |
| Telephone Contact: |  |
| Fax Number: |  |
| Email: |  |
| Bidders Authoritative Representative | Name and Title:  Telephone numbers:  Address:  Email: |
| Number of Employees: |  |
| Having sound Financial Statement (Audited) over the last five (5) years |  |
| Current Commitments Schedule that are of a similar nature to this contract. | Project 1(Name)  Client  Value of Contract:  Contact  Projected Completion Date  Description of the Project  Project 2 (Name)  Client  Value of Contract:  Contact  Projected Completion Date  Description of the Project |
| Two contacts of referees /references of past similar projects conducted. Attach additional details as applicable. | Name and Title:  Telephone numbers:  Address:  Email:  Name and Title:  Telephone numbers:  Address:  Email: |

The documents listed in this table should be provided:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REQUIREMENTS TO BE SUBMITTED** | **ENVELOPE** | **SUBMITTED (YES/ NO)** |
|  | MANDATORY ADMINISTRATIVE REQUIREMENTS:   * Business Registration certificates * FRCS Tax Compliance Certificate * FNPF Compliance Letter * Bidders Insurance Statement * Local membership or registration with any authorized bodies such as Engineering, Architectural, Contractors etc. | TECHNICAL BID SUBMISSION |  |
|  | DECLARATION | TECHNICAL BID SUBMISSION |  |
|  | TECHNICAL PROPOSAL SUBMISSION FORM | TECHNICAL BID SUBMISSION |  |
|  | FINANCIAL SUBMISSION FORM | FINANCIAL BID SUBMISISON |  |

**PART A2 – TRACK RECORD AND RELEVANT WORK EXPERIENCE**

Participation as a contractor, management contractor, or sub-contractor.

Using the format below, provide details of three projects within the past five (5) years that have been successfully or are substantially completed that are similar. The similarity shall be based on the physical size, complexity, methods, etc.

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),

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder’s Track Record | | | | |
| Track Record - Project One[[1]](#footnote-1) | | | | |
| Project Title: |  | | Previous Client Name: |  |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value: | *[Fiji dollar equivalent]* | | 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:[[2]](#footnote-2) | |  | | |
| 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 A3 – PROPOSED WORK PLAN AND APPROACH**

The 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.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[[3]](#footnote-3).

|  |  |
| --- | --- |
| 1. Outline any **OHS and safety procedures** and personnel protection such as hard hats, eye protection, etc. that will be used over the duration of work. |  |
| 1. Outline your **demolition and storage plan.** Describe how you intend to carry out the demolition of the existing structure and store away any debri and the materials that can be re-used. |  |
| 1. **Reusage of materials.**   Describe how the existing materials can be re-used, any discounts offered and how will this be factored in the costing for the project. |  |
| 1. Please describe how you intend to put in place **security measures** at the worksite such as boarding, signage etc. |  |
| 1. Please outline your **disposal plan** for obsolete material and clearing of site after construction |  |
| 1. 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 |  |
| 1. What **Environmental considerations** and mitigation measures do you envisage are required to complete this project? |  |
| 1. **Implementation Timeline** -Provide a preliminary construction programme / gannt chart or project schedule demonstrating how you will complete the works within the contract timeframes (the construction programme may be appended and will not be counted in the page allowance). |  |

**PART A4 – MATERIALS AND CONTRACTORS EQUIPMENT –**

Bidders are required to provide the list of equipment and materials they have available for this project . Bidders must outline where materials will be sourced from if not self-supplied

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C.1 Materials and Contractor’s Equipment[[4]](#footnote-4) (to be used on this Contract)** | **Tick One** | | |
| 1. Contractor’s Equipment. *[list]* | Already Owned | Will be Purchased | Will be Hired |
|  |  |  |  |
| 1. Main Materials required for this project [*list]* | Own Supply | Will be purchased (Indicate Supplier) |  |
|  |  |  |  |

**PART A5 – WORKFORCE/ KEY PERSONNEL PROVIDED**

Using the table below, for each key role listed, bidders shall describe their proposed team members **(one page per role).**

List of Key Roles for this Contract:

* Site based Construction Supervisor/ Manager
* One Site Foreman

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | | | |
| Previous Client referee contacts for the person’s most recent project: | Previous Client referee, Name and position: ……………………………………………………………………….  Company:…………………………………………………………  Contact details (phone): …………………………………………..  Email: ……………………………………………………………….. | | |

**PART A6: SUBCONTRACTORS**Bidders shall state details of the subcontractors they propose to use for the Contract

|  |
| --- |
| 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 A7- Bidder’s Insurance Statement  
(1 page maximum)**

Using the format below, bidders shall undertake to provide the insurances set out in the conditions of the contract

|  |
| --- |
| Bidder’s Insurance Statement  **Statement by the Bidder**  In accordance with the requirements of the Request for Proposal, this is to confirm the insurance arrangements that we undertake to make in relation to the Contract, should our proposal be successful prior to entering into a contract with SPC.  We have supplied our insurer or broker with a full copy of the Request for Proposal and they have agreed to effect on our behalf insurance policies which satisfy the Agreement’s requirements for:  • **Insurance of the Works -**Insurance against loss or damage to the Equipment, the Works, temporary Works and all materials and other things brought onto a site by or on behalf of the Service Provider. The policy shall include a cross liability clause and a “principal’s” clause.  • **Insurance for Public Liability -**Insurance against the death or injury to any third party or parties or loss of or damage to any property including loss of use of property whether it is damaged or not whatsoever caused during the course of the contract. The policy shall contain a cross liability clause and a “principal’s clause” and shall have a limit of indemnity of not less than the amount indicated for any one occurrence, but shall be unlimited in the aggregate.  We acknowledge that after award of the Contract  • Evidence of the contract insurances will be completed and forwarded to SPC.  • Copies of policies and receipts for payment of the current premiums will be forwarded to SPC  **We confirm that we understand and agree to the Insurance Requirements.**  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Add extra pages in the same format for each reference project, up to the number specified. [↑](#footnote-ref-1)
2. Previous Clients or others may be contacted by the SPC to verify the information provided. [↑](#footnote-ref-2)
3. Methodologies which fail to satisfy SPC of the soundness of the tenderer’s approach to the Works may be deemed non-conforming. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)