**ANNEX VII**

**TECHNICAL PROPOSAL SUBMISSION FORM**

*Request for Proposal (RFP) no:* ***21-243***

***Construction of bases and installation of water storage tanks in Nauru***

**Checklist of documents to be submitted with the Technical Proposal Submission Form**

**PART A: RELEVANT EXPERIENCE**

□Part A1: Contractor’s background (complete the table provided)

□ Part A2: Work experience

□Complete the two tables provided

**PART B: METHODOLOGY *(maximum 3 pages)* to include the following*:***

□ Project management strategy

□Risks / mitigation measures

□ Technical quality assurance mechanism

□Sustainability measures

□Implementation timelines

**PART C: RESOURCES**

□Part C1: Contractor’s equipment

□Complete table provided

□Part C2 – Key personnel

□Complete tables provided and provide CV for each key personnel

□Part C3 – Contractor’s Capacity (No specific form to complete, already included in Part A1)

□Complete tables provided and provide CV for each key personnel

**PART A: RELEVANT EXPERIENCE**

**A1: Contractor’s Background**

|  |  |
| --- | --- |
| **Registered Name:** |  |
| **Business license number:** |  |
| **Year Contractor registered in Nauru:** |  |
| **Value of confirmed contracts from 1st of January to 30th of June 2022** |  |
| **Number of confirmed contracts from 1st of January to 30th of June 2022** |  |
| **Physical Address:** |  |
| **Postal Address:** |  |
| **Telephone Contact:** |  |
| **Email:** |  |
| **Contact Person:** |  |
| **Position of Contact Person:** |  |
| **Number of Permanent Employees:** |  |
| **Submit one (1) year’s Financial Records** |  |

**A2: Work Experience**

Using the format below, bidders shall provide details of two projects that demonstrate their experience with projects of similar size and scope as this RFP.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project One | | | | |
| Previous Client Name: | | | | |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value (AUD) |  | | Bidder’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: | |  | | |
|  | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder’s Experience** | | | | |
| Relevant Experience - Project Two | | | | |
| Previous Client Name: | | | | |
| Project Location: |  | | Project Dates: | *[Start Date and Contract Duration]* |
| Contract Value (AUD): |  | | Bidder’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: | |  | | |
|  | |  | | |

**PART B: METHODOLOGY**

**(3 pages maximum)**

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.

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.
2. **Risks / mitigation measures:** 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 environmental sustainability measures in the execution of the contract.
3. **Implementation timelines:** The bidder shall submit a Gantt Chart or Project Schedule specifying the completion date of either 30th April 2022 or 31st July 2022 (depending on the contract the bidder is bidding for) and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**PART C: RESOURCES**

**Part C1 - Contractor’s equipment**

Using the format below, bidders shall submit details of the availability, age/condition of contractor’s equipment that will be used in the execution of the works. Bidders must demonstrate that they own or have the ability to hire the specific plant listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part C.1 Contractor’s Equipment (to be used on this**  **contract)** | **Tick One** | | | |
| 1. Contractor’s equipment | Already owned | Will be purchased | Will be hired | Age/condition |
| Trucks |  |  |  |  |
| Excavator |  |  |  |  |
| Cement mixer |  |  |  |  |
| Power tools |  |  |  |  |
| Generator |  |  |  |  |

**Part C2 – Key personnel**

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
* Site-based Construction Supervisor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part C2: Key personnel** *[expand space below, to a maximum 1 page per role]* | | | | |
| **Role 1:** *Contract Manager/* | | | | |
| Name: |  | | Current commitments: |  |
|  |  | | Commitment to proposed contract  % of time:  Total hours/days: |  |
| Relevant experience and skills brought to this project:  Relevant qualifications and/or training for this project: | | | | |
| Referee contacts for the person’s most recent project: | | Previous client referee name and position:  ……………………………………………………………………….  Company: ……………………………………………………………  Contact details (phone): ……………………………………………  Email: ……………………………………………………………….. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key personnel** *[expand space below, to a maximum 1 page per role]* | | | | |
| **Role 2:** *Site-based Construction Supervisor/* | | | | |
| Name: |  | | Current commitments: |  |
| Fluency in English  Spoken: Written: |  | | Commitment to proposed contract  % of time:  Total hours/days: |  |
| Relevant experience and skills brought to this project:  Relevant qualifications and/or training for this project: | | | | |
| Referee contacts for the person’s most recent project: | | Previous client referee name and position:  ………………………………………………………………………  Company: ……………………………………………………………  Contact details (phone): ……………………………………………  Email: ……………………………………………………………….. | | |