**Section 4 - Bidding Forms**

This Section contains the forms which are to be completed by the Bidder and submitted as part of his Bid.

**Table of Forms**

**Letter of Bid 4-2**

**Price Schedules 4-4**

Schedule No. 1. Plant and Equipment including Mandatory Spare Parts Supplied from Abroad/Local

Schedule No. 2. Civil Works, Erection, Installation and other services

Schedule No. 3. Design Works

Schedule No. 4. Vehicles for Employer/Engineer

Schedule No. 5. Grand Summary of Cost

**Bid Security 4-6**

**Undertaking of Bid Security 4-7**

**Technical Proposal 4-8**

Site Organization 4-9

Method Statement 4-10

Mobilization Schedule 4-11

Construction Schedule 4-12

Personnel 4-13

Form PER – 1: Proposed Personnel 4-13

Form PER – 2: Resume of Proposed Personnel 4-14

Equipment 4-15

Proposed Subcontractors/Manufactureres for Major Items of Plant and Services 4-16

Manufacturer's Authorization 4-17

Time Schedule 4-18

**Bidders Qualification 4-19**

Form ELI - 1: Bidder’s Information Sheet 4-20

Form ELI - 2: JV Information Sheet 4-21

Form LIT - Pending Litigation 4-22

Form FIN - 1: Financial Situation 4-23

Form FIN - 2: Average Annual Turnover 4-24

Form FIN - 3: Financial Resources 4-25

Form FIN- 4: Current Contract Commitments 4-26

Form EXP - 1: General Experience 4-27

Form EXP - 2(a): Specific Experience 4-28

Form EXP - 2(b): Specific Experience in Key Activities 4-29

**Letter of Bid**

 Date:

 ICB No.:

 Invitation for Bid No.:

To:

Project Director (GSC)

QESCO, Quetta (Pakistan).

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) 8;
2. We offer to design, all associated civil works, manufacture, test, deliver, install, precommission and commission in conformity with the Bidding Document the following Plant and Services:
3. The price of our Bid, excluding any discounts offered in item (d) below is the sum of: [amount of foreign currency in words], [amount in figures], and [amount of local currency in words], [amount in figures]
4. The discounts offered and the methodology for their application are:
5. Our bid shall be valid for a period of . . . . . days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
6. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
7. 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;
8. We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
9. We are not participating, as a Bidder, in more than one bid in this bidding process in accordance with ITB 4.3, other than alternative offers submitted in accordance with ITB 13;
10. Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by Employer, under the Employer’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
11. We are not a government owned entity / We are a government owned entity but meet the requirements of ITB4.5; \*
12. 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 |
|   |   |   |   |
|   |   |   |  . |

1. 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
2. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
3. We agree to permit Employer or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

***\* Use one of the two options as appropriate***

***\*\* If none has been paid or is to be paid, indicate “none”***

**Price Schedules**

**PREAMBLE**

**General**

1. The Price Schedules are divided into separate Schedules as follows:

Schedule No. 1(A to H). Plant and Equipment including Mandatory Spare Parts Supplied from Abroad/Local

Schedule No. 2(A to H). Civil Works, Erection, Installation and other services

Schedule No. 3. Design Works

Schedule No. 4. Vehicles for Employer/Engineer

Schedule No. 5. Grand Summary of Cost

2. The Schedules do not generally give a full description of the plant to be supplied and the services to be performed under each item. Bidders shall be deemed to have read the Employer’s Requirements and other sections of the Bidding Document and reviewed the Drawings to ascertain the full scope of the requirements included in each item prior to filling in the rates and prices. The entered rates and prices shall be deemed to cover the full scope as aforesaid, including overheads and profit.

3. The quantities given in the Price Schedule are estimated quantities.

4. If bidders are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with ITB 7 prior to submitting their bid.

**Pricing**

5. Prices shall be filled in indelible ink, and any alterations necessary due to errors, etc., shall be signed by the Bidder.

 As specified in the Bid Data Sheet and Special Conditions of Contract, prices shall be fixed and firm for the duration of the Contract, or prices shall be subject to adjustment in accordance with the corresponding Appendix (Price Adjustment) to the Contract Agreement.

6. Bid prices shall be quoted in the manner indicated and in the currencies specified in the Instructions to Bidders in the Bidding Document.

 For each item, bidders shall complete each appropriate column in the respective Schedules, giving the price breakdown as indicated in the Schedules.

 Prices given in the Schedules against each item shall be for the scope covered by that item as detailed in Section 6 (Employer’s Requirements) or elsewhere in the Bidding Document.

7. Payments will be made to the Contractor in the currency or currencies indicated under each respective item.

8. When requested by the Employer for the purposes of making payments or partial payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules. The provisions of this Para shall only apply in the context envisaged i.e. for the purposes of making payments or partial payments and not for evaluation.

**Bid Security**

**Bank Guarantee**

 ***Bank’s Name, and Address of Issuing Branch or Office***

**Beneficiary: *Quetta Electric Supply Company Limited***

**Date:**

**Bid Security No.:**

We have been informed that . . . . . ***name of the Bidder****. . . . .*  (hereinafter called "the Bidder") has submitted to you its bid dated . . . . . . . . . (hereinafter called "the Bid") for the execution of . . . . . . . . ***name of contract*** . . . . . . . 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 . . . . . ***name of Bank****. . . . .*  hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . . . . . .***amount in figures*** . . . . . . . . . (. . . . . . .***amount in words*** . . . . . . . )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:

1. has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
2. does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”); or
3. 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 Agreement, 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 Agreement 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.

. . . . . . . . . . . ***.Bank’s seal and authorized signature(s)*** . . . . . . . . . .

***Note: All italicized text is for use in preparing this form and shall be deleted from the final document***

**UNDERTAKING OF BID SECURITY**

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertake that Bid Security in accordance with Clause IB-15.1 of the bidding document is enclosed with our Price Bid.

**Signature and Seal of the Bidder**

**Technical Proposal**

**Site Organization**

**Method Statement**

**Mobilization Schedule**

**Construction Schedule**

**Personnel**

**Equipment**

**Proposed Subcontractors for Major Items of Plant and Services**

**Manufacturer’s Authorization**

**Time Schedule**

**Site Organization**

**Method Statement**

**Mobilization Schedule**

**Construction Schedule**

**Personnel**

Bidders should provide the names of suitably qualified personnel to meet the requirements specified in Section 3 (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

**Form PER – 1: Proposed Personnel**

|  |  |
| --- | --- |
| **1.** | **Title of position\*** |
|  | **Name**  |
| **2.** | **Title of position\*** |
|  | **Name**  |
| **3.** | **Title of position\*** |
|  | **Name**  |
| **4.** | **Title of position\*** |
|  | **Name**  |

\*As listed in Section 3 (Evaluation and Qualification Criteria).

**Form PER – 2: Resume of Proposed Personnel**

|  |
| --- |
| **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 in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Equipment**

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (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** **o Owned o Rented o Leased o 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** |
|  |  |
|  |  |

**Proposed Subcontractors/Manufacturers for Major Items of Plant and Services**

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 Services** | **Proposed Subcontractors/Manufacturers** | **Nationality** |
|  |  |  |
|  |  |  |
|  |  |  |

**Manufacturer's Authorization**

[***The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]***

Date: [***insert date (as day, month and year) of Bid Submission***]

ICB No.: [***insert number of bidding process***]

To: [***insert complete name of Employer***]

WHEREAS

We [***insert complete name of Manufacturer or Manufacturer’s authorized agent***], who are official manufacturers or agent authorized by the manufacturer of [***insert type of goods manufactured***], having factories at [insert full address of Manufacturer’s factories], do hereby authorize [***insert complete name of Bidder***] to submit a bid the purpose of which is to provide the following goods, manufactured by us [***insert name and or brief description of the goods***], 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 of Contract, with respect to the goods offered by the above firm.

Signed: [***insert signature(s) of authorized representative(s) of the Manufacturer***]

Name: [**insert complete name(s) of authorized representative(s) of the Manufacturer**]

Title: [***insert title***]

Duly authorized to sign this Authorization on behalf of: [***insert complete name of Bidder***]

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ [***insert date of signing***]

**Time Schedule**

To be used by Bidder when alternative Time for Completion is invited in ITB 13.2.

**Bidders Qualification**

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder. If the bidding was preceded by a prequalification process then the forms included in this section and used earlier during the prequalification process need to be completed only if the information submitted at the time of prequalification requires updating.

1. Form ELI-1: Bidder’s Information Sheet
2. Form ELI-2: JV information Sheet
3. Form LIT- Pending Litigation
4. Form FIN- 1: Financial Situation
5. Form FIN- 2: Average Annual Turnover
6. Form FIN- 3: Financial Recourses
7. Form FIN- 4: Current Contract Commitments
8. Form EXP-1: General Experience
9. Form EXP- 2(a): Specific Experience
10. Form EXP- 2(b): Specific Experience in Key Activities

**Form ELI - 1: Bidder’s Information Sheet**

|  |
| --- |
| **Bidder’s Information** |
| **Bidder’s legal name**  |  |
| **In case of JV, legal name of each partner** |  |
| **Bidder’s country of constitution** |  |
| **Bidder’s year of constitution** |  |
| **Bidder’s legal address in country of constitution** |  |
| **Bidder’s authorized representative**(name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.*** 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.
* 2. Authorization to represent the firm or JV named in above, in accordance with ITB 22.2.
* 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.
* 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5.
 |

**Form ELI - 2: JV Information Sheet**

Each member of a JV must fill in this form

|  |
| --- |
| **JV Information** |
| **Bidder’s legal name** |  |
| **JV Partner’s legal name** |  |
| **JV Partner’s country of constitution** |  |
| **JV Partner’s year of constitution** |  |
| **JV Partner’s legal address in country of constitution** |  |
| **JV Partner’s authorized representative information**(name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.** * 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2.
* 2. Authorization to represent the firm named above, in accordance with ITB 22.2.
* 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.
 |

**Form LIT - Pending Litigation**

Each Bidder or member of a JV must fill in this form

|  |
| --- |
| **Pending Litigation** |
| * **No pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)**
* **Pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)**
 |
| **Year** | **Matter in Dispute**  | **Value of Pending Claim in local currency PKR** | **Value of Pending Claim as a Percentage of Net Worth** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Form FIN - 1: Financial Situation**

Each Bidder or member of a JV must fill in this form

|  |  |
| --- | --- |
|  | **Financial Data for Previous 3 Years [local currency]** |
| **Year 1:**  | **Year 2:**  | **Year 3:**  |

**Information from Balance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Assets** |  |  |  |
| **Total Liabilities** |  |  |  |
| **Net Worth** |  |  |  |
| **Current Assets** |  |  |  |
| **Current Liabilities** |  |  |  |

**Information from Income Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Revenues**  |  |  |  |
| **Profits Before Taxes** |  |  |  |
| **Profits After Taxes** |  |  |  |
| * Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies.
* Historic financial statements must be audited by a certified accountant.
* Historic financial statements must be complete, including all notes to the financial statements.
* Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
 |

**Form FIN - 2: Average Annual Turnover**

Each Bidder or member of a JV must fill in this form

|  |
| --- |
| **Annual Turnover Data for the Last three (3) Years** |
| **Year** | **Amount****Currency** | **Exchange** **Rate** | **local currency PKR** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  **Average Annual Turnover**  |  |

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for contracts in progress or completed, converted to PKR (Local Currency only) at the rate of exchange at the end of the period reported.

**Form FIN – 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 3 (Evaluation and Qualification Criteria)

|  |
| --- |
| **Financial Resources** |
| **No.** | **Source of financing** | **Amount (local currency) PKR** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**Form FIN- 4: Current Contract Commitments**

Bidders and each partner to a JV 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.

|  |
| --- |
| **Current Contract Commitments** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Contract** | **Employer’s****Contact Address, Tel, Fax** | **Value of Outstanding Work****[ local currency, PKR ]** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six Months[ local currency PKR]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

**Form EXP – 1: General Experience**

Each Bidder or member of a JV must fill in this form

| **General Experience** |
| --- |
| **Starting****Month****Year** | **Ending****Month****Year** | **Years** | **Contract Identification and Title****Name and Address of Employer****Brief Description of the Works Executed by the Bidder** | **Role of Bidder** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Form EXP** **– 2(a): Specific Experience**

Fill up one (1) form per contract.

|  |
| --- |
| **Contract of Similar Size and Nature** |
| **Contract No** . . . . . . **of** . . . . . . | **Contract Identification** |  |
| **Award Date** |  | **Completion Date** |  |
| **Role in Contract** | * **Contractor**
 | * **Management Contractor**
 | * **Subcontractor**
 |
| **Total Contract Amount** | **US$** |
| **If partner in a JV or subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** |
| **Employer’s Name****Address****Telephone/Fax Number****E-mail** |  |
| **Description of the similarity in accordance with Criteria 2.4.2(a) of Section 3** |
|  |  |

**Form EXP - 2(b): Specific Experience in Key Activities**

Fill up one (1) form per contract

|  |
| --- |
| **Contract with Similar Key Activities** |
| **Contract No** . . . . . . **of** . . . . . . | **Contract Identification** |  |
| **Award Date** |  | **Completion Date** |  |
| **Role in Contract** | * **Contractor**
 | * **Management Contractor**
 | * **Subcontractor**
 |
| **Total Contract Amount** | **US$** |
| **If partner in a JV or subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** |
| **Employer’s Name****Address****Telephone Number** **Fax Number****E-mail** |  |
| **Description of the key activities in accordance with Criteria 2.4.2(b) of Section 3** |
|  |  |