**VOLUME 1**

**SECTION 4**

# FORMS 4.6.1 TO 12

# TECHNICAL QUALIFICATIONS

VOLUME 1

SECTION 4

# FORM 4.6.1.1 OVERVIEW OF THE TENDERER’S STAFF

i - Overview

a - Directors and management ........................

b - Administrative staff ........................

c - Technical staff

- Engineers ........................

- Surveyors

- Foremen ........................

- Mechanics

- Technicians ........................

- Machine operators

- Drivers ........................

- Other skilled staff

- Labourers and unskilled staff ........................

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Total ===========

ii - Site operatives to be employed on the contract (if relevant)

a - Site management ........................

b - Administrative staff ........................

c - Technical staff

- Engineers ........................

- Surveyors

- Foremen ........................

- Mechanics

- Technicians ........................

- Machine operators

- Drivers ........................

- Other skilled staff

- Labourers and unskilled staff ........................

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Total ===========

Signature ....................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ............................................

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# FORM 4.6.1.2

# STAFF TO BE EMPLOYED ON THE CONTRACT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position/Name** | **Nationality** | **Age** | **Education** | **Years of experience (with the company/in construction)** | **Major works for which responsible (project/value)** | **Employed by (in case of a joint tender, indicate the name of the consortium member employing the staff)** |
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| **Quality control .........................................** |  |  |  | / |  |  |
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| **Others responsible for .........................................** |  |  |  | / |  |  |
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| **Others responsible for .........................................**  **.........................................** |  |  |  | / |  |  |

Signature ......................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date.........................................

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SECTION 4

# FORM 4.6.1.3

# PROFESSIONAL EXPERIENCE OF KEY STAFF

# CURRICULUM VITAE

(maximum 3 pages + 3 pages of annexes)

Proposed position in the contract:

1. Surname:

2. Name:

3. Date and place of birth:

4. Nationality:

5. Civil status:

Address (phone/fax/e-mail):

6. Education:

|  |  |
| --- | --- |
| **Institutions:** |  |
| **Date:**  **From (month/year)**  **To (month/year)** |  |
| **Degree or qualification:** |  |

7. Language skills

Indicate on a scale of A1 to C2 (from A1 (beginner) to C2 (proficient))**[[1]](#footnote-1)**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Level** | **Passive** | **Spoken** | **Written** |
|  | **Mother tongue** |  |  |  |
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8. Membership of professional bodies:

9. Other skills (e.g. computer literacy):

10. Current position:

11. Years of professional experience:

12. Key qualifications:

13. Specific experience in developing countries:

|  |  |  |
| --- | --- | --- |
| **Country** | **Date: from (month/year) to (month/year)** | **Name and brief description of the project** |
|  |  |  |
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14. Professional experience:

|  |  |
| --- | --- |
| **Date: from (month/year) to (month/year)** |  |
| **Place** |  |
| **Company/organisation** |  |
| Position |  |
| Job description |  |

15. Others:

15a. Publications and seminars:

15b. References:

Signature ............................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date...........................

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# FORM 4.6.2

# PLANT

Plant proposed and available for implementation of the contract[[2]](#footnote-2)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DESCRIPTION (type/make/model)** | **Power/ capacity** | **No of units** | **Age (years)** | **Owned (O) or hired (H)/ and percentage of ownership** | **Origin (country)** | **Current approximate value in euro or national currency** | **Proposed by (in case of a joint tender, indicate the name of the consortium member proposing the plant)** |
| ***A)*** | **CONSTRUCTION PLANT** |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | DESCRIPTION (type/make/model) | Power/ capacity | No of units | Age (years) | Owned (O) or hired (H)/ and percentage of ownership | Origin (country) | Current approximate value in euro or national currency |
| ***B)*** | **VEHICLES AND TRUCKS** |  |  |  |  |  |  |
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| ***C)*** | **OTHER PLANT** |  |  |  | / |  |  |
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Signature ...........................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date................................................

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SECTION 4

# FORM 4.6.3

# WORK PLAN AND PROGRAMME

4.6.3.1 State the proposed location of your main office on the site, stations (steel/concrete/asphalt structures), warehouses, laboratories, accommodation, etc. (sketches to be attached as required).

4.6.3.2 Give a brief outline of your programme for completing the works in accordance with the required method of construction and stated time of completion.

4.6.3.3 Attach a critical milestone bar chart (schedule of execution) representing the construction programme and detailing relevant activities, dates, allocation of labour and plant resources, etc.

4.6.3.4 If the tenderer plans to subcontract part of the works, he must provide the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Work intended to be subcontracted** | **Name and details of subcontractors** | **Value of subcontracting as percentage of the total cost of the project** | **Experience in similar work (details to be specified)** |
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Signature .......................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date .....................................

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SECTION 4

# FORM 4.6.4

# EXPERIENCE AS CONTRACTOR

**4.6.4.1** List of contracts of similar nature and scale performed during the past 5 years

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of project/type of works** | **Total value of works the contractor was responsible for2** | **Period of contract** | **Start date** | **Percentage of works completed** | **Contracting authority and place** | **Prime contractor (P) or subcontractor (S)** | **Final acceptance issued? - Yes - Not yet (current contracts) – No** |
| **A) In home country** |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of project/type of works** | **Total value of works the contractor was responsible for[[3]](#footnote-3)** | **Period of contract** | **Start date** | **Percentage of works completed** | **Contracting authority and place** | **Prime contractor (P) or subcontractor (S)** | **Final acceptance issued? - Yes - Not yet (current contracts) – No** |
| **B) Abroad** |  |  |  |  |  |  |  |
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**4.6.4.2[[4]](#footnote-4)** Please attach here available references and certificates from the relevant contracting authorities

Signature .......................................................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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# FORM 4.6.5

# DATA ON JOINT VENTURES

|  |
| --- |
| **4.6.5.1** Name ...................................................................................... |
| **4.6.5.2** Managing board’s address ..................................................  ..................................................................................................  Telex ..........................................................  Telephone .........................Fax..................................E-mail..... |
| **4.6.5.3** Agency in the state of the contracting authority, if any (for joint ventures/consortia with a foreign lead member )  Office address ...........................................................................  ..................................................................................................  Telex ..........................................................  Telephone ..............................Fax......................................... |
| **4.6.5.4** Names of members  i) ..............................................................................................  ii) ..............................................................................................  iii) ..............................................................................................  Etc. ............................................................................................ |
| **4.6.5.5** Name of lead member  ..................................................................................................  .................................................................................................. |
| **4.6.5.6** Agreement governing the formation of the joint venture/consortium  i) Date of signature: ................................................................  ii) Place: ...................................................................................  iii) Enclosure — joint venture/consortium agreement |
| **4.6.5.7** Proposed division of responsibilities between members (in %) with an indication of the type of work to be performed by each  ..................................................................................................  ..................................................................................................  ..................................................................................................  ..................................................................................................  .................................................................................................. |
|  |

Signature: ..................................................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date: .....................

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# FORM 4.6.6

# LITIGATION HISTORY

Please provide information on any history of litigation or arbitration resulting from contracts executed, whether as main contractor or as consortium-member, during the last 5 years or currently under execution.

A separate sheet should be used for each partner of a joint venture/consortium.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Ruling FOR or AGAINST tenderer** | **Name of client, cause of litigation, and matter in dispute** | **Disputed amount (current value in euro or NC)** |
|  |  |  |  |

Signature ......................................................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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# FORM 4.6.7

# QUALITY ASSURANCE SYSTEM(S)

Please provide details of the quality assurance system(s) you propose using to ensure successful completion of the works.

Signature .................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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SECTION 4

# FORM 4.6.8

# ACCOMMODATION FOR THE SUPERVISOR

Please attach sketches and data detailing the accommodation and facilities intended to be provided by the tenderer under the relevant items in the bill of quantities.

Signature .................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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SECTION 4

**FORM 4.6.9**

**TENDERER’S ENVIRONMENTAL MANAGEMENT PLAN (EMP)**

In order to address potential environmental impacts associated with the construction of the Works as outlined in the Tender Documents, the Tenderer shall with his Tender submit an EMP.

The EMP may include, but should not necessary be limited, to the following:

* **Solid Waste Disposal** of all construction material and disposal sites for excess and waste materials in an environmentally safe manner; the material should be recycled to the extent possible and where this is not possible, it should be disposed of away from the site in a suitable landfill;
* **Liquid Waste Management** related to potential spills of combustibles and chemicals used during the construction in an environmentally safe manner away from the site;
* **Minimize Equipment Impacts** related to the use of heavy machinery in relation to human health and the general environment. This includes minimizing potential damage on the vegetation, noise emissions, dust and accidental spills of combustibles which may lead to the contamination of potable water;
* **Sanitary Waste Disposal** from all human wastes at the construction camps in an environmentally safe manner (e.g., chemical latrines).
* **Quarries and Borrow Pits,** the Tenderer shall describe from where he will extract the materials and which measures he will take in order to minimize the environmental impact, during and after the construction period.

Once the successful Tenderer is selected, he shall as the Contractor meet the requirements of the relevant environmental authorities and obtain the required approvals.

All costs related to the above elements shall be included by the Tenderer in the amounts for the relevant items in the bill of quantities.

Signature .................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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**FORM 4.6.10**

CASH FLOW SCHEDULE

Under this section heading the Tenderer has to submit an overall cash flow schedule including all works sections.

The Tenderer shall submit a non-binding estimate of the cash flow based on his tender prices from the BoQs and his tender programme.

The forecast shall show separately the effects of

* retention
* advanced payment.

The selected Contractor in accordance with the provisions of the Contract shall then update the cash flow estimation with the commencement date.

**Cash flow estimation:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Months** | | | | | | | |
| **1** | **2** | **3** | **…** | **…** | **18** | **…** | **42** |
| Net amounts due to the Contractor |  |  |  |  |  |  |  |  |
| Advanced payment |  |  |  |  |  |  |  |  |
| Retention |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

Signature .................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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# FORM 4.6.11

# 

# CERTIFICATE OF ATTENDANCE

# (obligatory)

Please attach here Certificate of Site Visit attendance, issued by the Contracting Authority

Signature .................................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

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# FORM 4.6.12

# FURTHER INFORMATION

Tenderers may add here any further information that they deem useful for the evaluation of their tenders.

Signature ............................................

(*person(s) authorised to sign on behalf of the tenderer*)

Date ..................

1. Levels are based on the Common European Framework of Reference for Languages. See: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>. The linguistic competencies are to be demonstrated by certificate or by past relevant experience. [↑](#footnote-ref-1)
2. Not all the plant owned by the company. [↑](#footnote-ref-2)
3. Amounts actually paid, without the effect of inflation. [↑](#footnote-ref-3)
4. Please see point 4 in Instructions to Tenders if documentary evidence/proof is needed. [↑](#footnote-ref-4)