**VOLUME 1**

**SECTION 4**

# *FORMS 4.6.1 TO 14* *TECHNICAL QUALIFICATIONS*

VOLUME 1

# SECTION 4

# FORM 4.6.1.1 OVERVIEW OF THE TENDERER’S STAFF

4.6.1.1 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 ........................

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

4.6.1.2 Site operative staff to be employed on the contract

a - Project Management(Contractor’s representative) ........................

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

c - Technical staff

- Structural / Civil Engineer ........................

- Electro-Mechanical Engineer ........................

- Soil Mechanical Engineer ........................

- QA / QC Manager ........................

- Site Managers ........................

- Deputy Site Manager ..........................

- Surveyors ………………..

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

- Mechanics ………………..

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

- Machine operators ………………..

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

- Other skilled staff ………………..

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

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) |
| KEY STAFF |  |  |  |  |  |
| **Contractor’s representative** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Site Engineer for the sewerage network** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Health and Safety Manager:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **OTHER STAFF** |  |  |  |  |  |
| **Others responsible for** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: the list of staff to be employed on the contract is part of the Contract. The key staff can be replaced only by experts who have equal or better qualifications. The proposed replacement staff is subject to the approval by the Engineer and the Employer.

The other staff can be replaced by experts with similar qualifications. No previous approval is required.

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

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

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

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# 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 1 to 5 (1 — excellent; 5 — basic):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Language* | *Level* | *Passive* | *Spoken* | *Written* |
|  | *Mother tongue* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 non-industrialised countries:

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

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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SECTION 4

# FORM 4.6.2

# PLANT

Plant proposed and available for implementation of the contract[[1]](#footnote-1)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |
| ***A)*** | **CONSTRUCTION PLANT (EQUIPMENT)** |  |  |  |  |  |  |
|  |  |  |  |  | / |  |  |
|  |  |  |  |  | / |  |  |
|  |  |  |  |  | / |  |  |
| ***B)*** | **VEHICLES AND TRUCKS** |  |  |  | / |  |  |
|  |  |  |  |  | / |  |  |
|  |  |  |  |  | / |  |  |
|  |  |  |  |  | / |  |  |
| ***C)*** | **OTHER PLANT (EQUIPMENT)** |  |  |  | / |  |  |
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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 (INCL. METHOD STATEMENT)[[2]](#footnote-2)

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 The Tenderer shall in this schedule describe his general approach and methodology for implementation of the Works including detailed description of his working methods for major items of the construction and plant included in his proposed programme for the Works. The Tenderer shall include a plans or diagrams showing his proposed stages of the Works and the lay-out for any Temporary Works.

4.6.3.5 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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4.6.3.6: This Work Plan and Programme will be superseded by the first Programme the Contractor submits in accordance with the Clause 8.3 of FIDIC CoC

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 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 |
| ***B) Abroad*** |  |  |  |  |  |  |  |
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**4.6.4.2[[3]](#footnote-3)** 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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SECTION 4

# 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 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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SECTION 4

# 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/ENGINEER

Please attach sketches and data detailing the accommodation and facilities (as defined in the Employer’s Requirements) intended to be provided by the tenderer under the relevant items in the bill of quantities/breakdown of the overall price.

*Nota bene*: Other facilities, apart from the one included in Employer’s Requirements, for Fidic Engineer will be covered by the Service Contract for the Supervision

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 Montenegro Laws and regulations. No contaminated soil and/or any other hazardous material will remain on the site at the date of issuance of the Taking-Over Certificate. More information can be obtained from the Agency for Environmental Protection of Montenegro at the following web-link: http://www.epa.org.me/.

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

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

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

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

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SECTION 4:

**FORM 4.6.10**

**TENDER DESIGN AND SPECIFICATION**

*(this page shall only be printed and submitted with the tender)*

N/A

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

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

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

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SECTION 4:

**FORM 4.6. 11**

**OUTLINE OF THE TRAINING PROGRAM**

*(this page shall only be printed and submitted with the tender)*

N/A

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

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

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

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SECTION 4:

**FORM 4.6. 12**

**CASH FLOW SCHEDULE (FOR THE PROJECT)**

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 contract value of the Works executed and the Contractor’s Documents produced up to the end of each month of the contract (as Clause 14 of the Conditions of Contract under the Fidic Red book). This shall be based on his Breakdown of tender price 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 (on the commencement date).

**Cash flow estimation:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Months** | | | | | | | |
| **1** | **2** | **3** | **…** | **…** | **…** | **…** | **36** |
| 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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SECTION 4:

**FORM 4.6. 13**

**CERTIFICATE OF ATTENDANCE**

**(OF THE SITE VISIT)**

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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SECTION 4:

**FORM 4.6. 14**

**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. Not all the plant owned by the company. [↑](#footnote-ref-1)
2. Tenderer shall use his usual/preferred form for Work Plan, Programme and Method Statement [↑](#footnote-ref-2)
3. Please see point 4 in Instructions to Tenders if documentary evidence/proof is needed. [↑](#footnote-ref-3)