

Technical Proposal

Returnable Bid Forms

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SECTION 01: SUBMISSION FORMS CHECKLIST

This form serves as a checklist for preparation of your technical proposal.

Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Technical Bid submission.

No alteration to format of forms shall be permitted and no substitution shall be accepted.

#	Attachments to Technical Proposal	YES	NO
	Documents:		
1	Business Certificate of Incorporation/Registration		
2	Tax Registration or valid Payment Certificate or Certificate of Tax exemption		
3	Professional Indemnity Insurance.		
4	Quality Management Systems Certification or internal manual (if any)		
5	Health & Safety Systems Certification or internal manual (if any)		
	Information:		
8	Attachment 01: Company General Presentation (<i>max 10 number A4 sheets</i>)		
9	Attachment 02: Curriculum Vitae of the project proposed personnel signed		
10	Attachment 03: last three (3) years audited/reviewed financial statements		
11	Attachment 04: Implementing methodology well detailed (<i>max 10 number A4 sheets</i>)		
12	Attachment 05: Minimum 3 references letters		
	Form to fill in:		
13	The Returnable Bidding Forms duly filled in all its parts and signed		
14	Parent Company Form, if required (Section 03)		
15	JV Application Form, if required (Section 04)		
16	Proposer Declaration Signed (Section 05)		

SECTION 02: RETURNABLE BIDDING FORMS

1. PROVISION OF INFORMATION

- a) Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your “Technical Bid” submission.
- b) Proposers are required to answer all questions and provide all documents requested in this document as annexes.
- c) **No alteration to the format of forms shall be permitted and no substitution shall be accepted.**
- d) The non-provision of any such documents/response may be considered grounds for exclusion from further consideration or be scored as “0” if the documents/response are not considered mandatory.
- e) Should the Proposer have difficulty in sourcing the required information, the Proposer shall detail this within its response.
- f) If insufficient space is available within this document, the answers may be supplied on additional pages.
All additional information shall be a reference to the relevant section.
- g) Before submitting your Bid, please ensure compliance with the Bid Submission instructions

2. ELIGIBILITY REQUIREMENTS

Only Proposers with legal addresses Palestinian Territories can participate in this tender.

To satisfy the eligibility requirements the interested contractors shall annex to this RFP the following documents:

To satisfy the eligibility requirements the Proposer shall also annex to this form the following documents:

- a) Business Certificate of Incorporation/Registration.
- b) Professional Indemnity Insurance.
- c) Tax Registration/Payment Certificate issued by the Palestinian Ministry of Finance evidencing that the Contractor is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.
- d) Proposers should hold a Professional Indemnity Insurance.

The non-provision of all the above documents may be considered grounds for exclusion from further consideration.

3. COMPANY PROFILE FORM

3.1. Proposers shall fill the form below:

Company Name			
Legal address			
Phone Number 1		Phone Number 2	
E-mail		Year of registration:	
Company's Authorized Representative Information	Name and Title: Telephone numbers: Email:		
Is your Company a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]		
Is your Company a UNICEF registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNICEF vendor number]		
Company's current number of employees:	Management		
	Engineers/Architects		
	Quantity Surveyors, draftsmen, ...		
	Admin		
Does your Company hold a Quality Management Systems Certification (e.g. ISO 9001 or Equivalent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a Copy of the valid Certificate In case of lack of certification, please provide the internal company's quality manual.		
Does your Company hold a Health & Safety Management Systems certification (e.g. ISO 45001 or Equivalent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a Copy of the valid Certificate In case of lack of certification, please provide the internal company's H&S manual.		
Is the Bidder relying on the capacity or qualifications of a parent company?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details of the arrangement in place as an attachment.		
Is the bid submitted in the form of a consortium/JV?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details of the arrangement in place as an attachment.		

3.2. **Attachment 01:** provide as separate attachment a General Presentation of the Company, including: company organizational chart; associated companies, main sector of intervention, list of major Clients and countries of operation. Include some relevant blueprints of completed design projects. **The attachment should be maximum 10 pages (A4 format).**

4. SIMILAR WORK EXPERIENCE

- 4.1. Submit the list of previous similar services successfully completed in the last **7 years**. Design services and site supervision of public/commercial buildings. List only those assignments for which the Proposer was legally contracted as the main engineering company (not as an individual) or was one of the Consortium/JV partners.

Project Name and location	Client's name and contact	Type of services provided (Clarify when as main service providers)	Contract period (From-To)	Contract value of services provided (NIS)*
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	
			From: To:	

**Only the contract value under the Proposer's responsibility*

5. ONGOING SERVICES

5.1. Submit the list of services under way / committed. List only those assignments for which the Proposers is legally contracted as the main services provider (not as an individual) or was one of the Consortium/JV partners.

Project name and location	Client's name	Clarify if as main Services Provider	Type of service to provide and expected date of completion	Overall contract value of relevant services* (NIS)	Outstanding value up to date (NIS)

* Only the contract value under the Proposer's responsibility

6. PROJECT TEAM COMPOSITION AND QUALIFICATION

6.1. The proposed team composition for this project shall include as a minimum:

Project position	Qualifications	Proposed No. per phase	Staff Name	Years of experiences*	Staff Contact
Project Manager	Hold a BSC's degree with at least 15 years relevant work experience. Chartered Professional and registered with recognized trade body.	Phase 1: No. Phase 2: No.			
Structural/Civil Engineer	Hold a minimum BSc in Structural or Civil Engineering and at least 10 years' work experience. Chartered Professional and registered with recognized trade body.	Phase 1: No. Phase 2: No.			
Architect	Degree qualified (Architecture), min 8 years relevant experience, and chartered Professional and registered with recognized trade body.	Phase 1: No. Phase 2: No.			
Electro-Mechanical Engineer	Hold a minimum Bachelor of Engineering in M&E, at least 5 years of work experience.	Phase 1: No. Phase 2: No.			
Quantity Surveying Officer/Estimator	Hold a minimum diploma in quantity surveying and at least 5 years of work experience including a minimum of 3 years' experience in preparation of payment claims and material estimation.	Phase 1: No. Phase 2: No.			
Site Engineer	Degree qualified (Engineering), min 8 years' experience of site supervision of construction projects. Chartered Professional and registered with recognized trade body	Phase 1: No. Phase 2: No.			
Quality & Safety Manager	Degree qualified (Civil or Structural), min 10 years' relevant experience and QA/QC Certificated.	Phase 1: No. Phase 2: No.			
Administration / Document manager	Minimum 5 years' experience in a similar role				

6.2. **Attachment 02:** Proposers shall **provide as separate attachment** the Curriculum Vitae of the key personnel (refer to the company organizational chart and the team proposed for this project). CVs shall include:

Name:	
Higher Education Degree:	
Position in Company:	
Position for this assignment:	
Professional Accreditation:	
Details of Experience:	<i>List all positions starting with present position, list in reverse order, including dates, employer, staff position and degree of responsibilities.</i>
References:	<i>Provide names, addresses, telephone, and email contact information for three (3) references</i>

7. FINANCIAL AND ECONOMIC STANDING

7.1. Proposers shall provide the information below:

Annual Turnover for the last 3 years	2021 YEAR	NIS
	2020 YEAR	NIS
	2019 YEAR	NIS

7.2. **Attachment 03:** The Proposer shall submit as annexes the **last three (3) years audited/reviewed financial statements** (balance sheets, including all related notes and income statements) complying with the following condition:

- Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies.
- Historic financial statements must be audited by a certified public accountant.
- Historic financial statements must correspond to accounting periods already completed and audited.

8. PROPOSED METHODOLOGY

8.1. **Attachment 04:** The Proposer shall provide the following information:

- Identification of possible challenges and bottlenecks, possible reasons of delays and how the Bidder will overcome them to ensure a timely and quality execution of the works.
- The quality control plan to understand how the Proposer will control quality during the construction works. The plan should address anticipated risks, handling of materials, workmanship and record keeping on site to track daily progress.
- The Health and Safety (H&S) plan, with indication about how H&S procedures will be implemented and enforced at the building site.
- Environmental impact.

8.2. The Proposer shall provide as annex the estimated **workplan** for each required service.

9. REFERENCES

9.1. **Attachment 05:** The Proposer shall submit a minimum of **3 references' letters** and contact names and complete contact information, including job title, employer, business address, email address and telephone number. The references provided shall be of the most recent assignments.

Reference Name and Job Title	Reference contact information	Employer Name and type of services provided	Contract Period

SECTION 03: PARENT COMPANY GUARANTEE FORM

[On Guarantor's Letterhead]

To: *Client*

Address:

Date: [insert date]

Re: Parent Company Guarantee in respect of [insert name of Consultant]'s obligations and liabilities under Agreement No. [insert Client's Agreement Reference number]

Dear Sir/Madam,

1. We have been informed that [insert the full legal name of the Consultant] (the "Consultant") is submitting an offer for Agreement No. [insert Client's Agreement Reference number] in response to your invitation.
2. In consideration of you awarding the Agreement to the Consultant, we irrevocably and unconditionally guarantee to you, as a primary obligation, the due performance of all the Consultant's obligations and liabilities under the Agreement, including the Consultant's compliance with all its terms and conditions.
3. If the Consultant fails to perform its obligations, pay its liabilities and/or comply with the Agreement, we will indemnify you against and from all damages, losses, and expenses (including legal fees and expenses) arising there from.
4. This guarantee shall come into full force and effect when the Agreement comes into full force and effect. If the Agreement does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Agreement with the Consultant, this guarantee shall be void and ineffective. This guarantee shall continue in full force and effect until all the Consultant's obligations and liabilities under the Agreement have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.
5. This guarantee shall apply and be supplemental to the Agreement as amended or varied by you and the Consultant from time to time. We hereby authorise the Consultant to agree any such amendment or variation, the due performance of which and compliance with which by the Consultant are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by you to the Consultant, or by any variation or suspension of the works to be executed under the Agreement, or by any amendments to the Agreement or to the constitution of the Consultant or you, or by any other matters, whether with or without our knowledge or consent. The benefit of this guarantee may be assigned subject only to the provisions of assignment of the Agreement.
6. Any dispute, controversy or claim between the parties arising out of or relating to this guarantee which cannot be settled amicably shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The appointing authority shall be the Secretary-General of the Permanent Court

of Arbitration. The language to be used in the arbitral proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. The decision of the arbitral tribunal shall be final and binding on the parties. The place of arbitration shall be Rome, Italy.

7. The Guarantor acknowledges that nothing hereunder or in any document entered into in relation hereto shall constitute or be deemed to constitute a waiver, express or implied, of any privileges or immunities enjoyed by the Beneficiary.

Yours faithfully,

Signature:

Name:

Title:

For and on behalf of

[Name of the Parent Company]

SECTION 04: JOINT VENTURE APPLICATION FORM

[On Guarantor's Letterhead]

To: *Client*

Address:

Date: [insert date]

Dear Sir/Madam,

We, the undersigned, hereby offer to supply related services required for the *[insert Project Title/RFP No]* for UNICEF State of Palestine in accordance with your Request for Proposal dated *[insert date]*.

We are hereby submitting our Proposal in a Joint Venture Agreement with the Company: *[insert name/contact details]*.

We hereby declare that:

- All the information and statements made in this quotation are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNICEF for the fulfilment of the provisions of the Contract.

We remain, yours sincerely,

Lead Firm Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Contact Details:

And

Joint Venture Firm Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Contact Details:

[Please mark this letter with your corporate seal, if available]

SECTION 05: CONFIRMATION AND ACKNOWLEDGEMENTS

When you have completed the Forms, please ensure that:

#	Designation	Yes	No
1	You have completed all questions.	<input type="checkbox"/>	<input type="checkbox"/>
2	You have attached all documents requested.	<input type="checkbox"/>	<input type="checkbox"/>
3	Where additional sheets are used, they clearly identify the section and questions being answered.	<input type="checkbox"/>	<input type="checkbox"/>
4	You have read and signed the section below.	<input type="checkbox"/>	<input type="checkbox"/>

Declaration by Proposer

I certify that the information supplied is accurate to the best of my knowledge and I accept the conditions and undertakings requested in the capacity assessment.

I understand and accept that the inclusion of false information will result in exclusion from the bidding process.

THIS UNDERTAKING IS TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE PROPOSER

Name of Proposer	
Signed on behalf of Proposer:	
Position/Status in the Organization	
Date:	