

## SECTION VI: RETURNABLE SCHEDULES

### Instructions for completing the returnable Schedules

1. Bidders are required to complete all the returnable Schedules listed in Schedule 0.13 [Quotation Checklist], sign them and return them as part of their quotation submission. The bidder shall fill in all forms in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.
2. Content to be completed in each returnable Schedule is highlighted in grey, either with or without additional instructions in brackets, as shown in the examples below and should be completed by fully replacing all the grey highlights with the relevant text. Additional instructions are also highlighted in grey and should be deleted prior to completion. The final version of these Schedules should not include any grey highlights.

Without additional instructions (example before completion):

**Amount in words:**   
**Amount in figures:**

Without additional instructions (example after completion):

**Amount in words:** Seven million five hundred twenty thousand  
**Amount in figures:** 7,520,000

With additional instructions in brackets (example before completion):

“... duly authorized by [insert name of bidder] to sign this quotation ...”

With additional instructions in brackets (example after completion):

“... duly authorized by ABC, Inc. to sign this quotation ...”

With check box selections to be made (example before completion):

[To select an option, put an **X** over the relevant blank box]

Schedule 0.1 [Quotation Submission Declaration] ☐ YES ☐ NO ☐ N/A  
Schedule 0.2 [Bidder's Information] ☐ YES ☐ NO ☐ N/A

With check box selections to be made (example after completion):

Schedule 0.1 [Quotation Submission Declaration] ☒ YES ☐ NO ☐ N/A  
Schedule 0.2 [Bidder's Information] ☒ YES ☐ NO ☐ N/A

3. If after assessing this opportunity the bidder decides not to submit a quotation, UNOPS asks that the bidder still returns Schedule 0.12 [Quotation/No Quotation Confirmation] indicating the reasons for non-participation.

# SCHEDULE 0: RFQ SCHEDULES

## 0.1 Quotation Submission Declaration

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Subject: Quotation for the construction of [insert brief information on the Works] in [name of country/city], RFQ ref. No. ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_, dated [insert date]

We, the undersigned, declare that:

- a. We have examined and have no reservations regarding the quotation documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. We offer to execute the Works in conformity with the quotation documents, including the Conditions of Contract and in accordance with Section IV: Schedule of Details;
- c. Our quotation shall be valid for the period of [insert number of days – not less than the quotation validity period specified in the Particulars] days from the date fixed for the deadline for quotation submission as set out in the Particulars, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our quotation is accepted, and if so requested in the Particulars, we commit to obtaining a Performance Security, in accordance with Section IV: Schedule of Details, Schedule 1.1 [Details Provided by the Employer] and the General Conditions of Contract;
- e. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- f. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
- g. Our entity confirms that we the bidder and the subcontractors identified have not been associated or have not been involved in any way, directly or indirectly, with the preparation of the design, terms of reference and/or other documents used as a part of this solicitation;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – have not been declared ineligible by UNOPS, nor are they included in the suspended/ineligibility list in accordance with Section I: Instructions to Bidders, Article 4 [Bidder Eligibility];
- j. We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded;
- k. We understand that UNOPS is not bound to accept the lowest priced evaluated quotation or any other quotation that UNOPS may receive.

I, the undersigned, certify that I am duly authorized by [insert name of bidder] to sign this quotation and bind [insert name of bidder] should UNOPS accept this quotation:

\_\_\_\_\_  
Name:

-----  
Title:

-----  
Date:

-----  
Signature:

\_\_\_\_\_  
[Stamp this form with official stamp of the bidder]

## 0.2 Bidder's Information

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

[To select an option, put an **X** over the relevant blank box]

### 1. Background of bidder:

Full legal name of bidder	
Year the entity was established	
Address of registered office	
Name of bidder representative	
Has the entity ever filed or petitioned for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If "Yes", please explain in detail the reasons why, filing date and current status.</li> </ul>	
Does the entity have an actual or potential conflict of interest in this procurement process? (Refer to Section I: Instructions to Bidders, Article 4 [Bidder Eligibility] for details on conflict of interest.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If "Yes", please provide details on the entity's actual or potential conflict of interest.</li> </ul>	

### 2. UNGM Registration and UNOPS vendors

As part of the quotation, it is desired that the bidder fills out the registration on the [United Nations Global Marketplace \(UNGM\) registration website](#).

If the bidder is already registered with UNGM, please provide the UNGM registration number in the table below. Please also ensure that the entity's information on UNGM is current.

The bidder may still submit a quotation even if not registered with the UNGM. However, if the bidder is selected for the Contract award, the bidder must register on UNGM before signing the Contract.

Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If "Yes", insert the UNGM vendor number</li> </ul>	
Are you a UNOPS vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. Contact details of persons that UNOPS may contact for requests for clarification during quotation evaluation:**

Name and surname	
Title	
Telephone number (direct)	
Email address (direct):	

**ATTENTION:** This person must be available during the two weeks following receipt of the quotation.

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**Name:**

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**Title:**

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**Date:**

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**Signature:**

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### 0.3 Joint Venture Partner Information

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ATTENTION:** This Schedule should only be completed and returned with the quotation if the quotation is submitted as a Joint Venture.

Joint Venture Information	
Name	
Names of each partner and contact information (address, telephone numbers, fax numbers, email address)	
Name of leading partner (with authority to bind the Joint Venture, during the bid process and, in the event a Contract is awarded, during Contract execution)	
Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each	

#### Signatures of all partners of the Joint Venture:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner:	Name of partner:
Date:	Date:
Signature:	Signature:
Name of partner:	Name of partner:
Date:	Date:
Signature:	Signature:

## 0.4 Capacity and Experience

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 1. Similar Contracts during the last \_\_\_\_ years

No.	Contract title	Client	Location	Contract amount

### 2. All current contracts underway

No.	Contract title	Client	Location	Contract amount	Value of remaining work

### 3. All contracts committed to start

No.	Contract title	Client	Location	Expected value of work

### 4. Assets [delete if not required]

No.	Name of asset	Asset owned or leased by the entity

\_\_\_\_\_  
Name:  
\_\_\_\_\_  
Title:  
\_\_\_\_\_  
Date:  
\_\_\_\_\_  
Signature:  
\_\_\_\_\_

## 0.5 Format for Resume of Proposed Key Personnel

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>Position</b>	
<b>Name of personnel</b>	
<b>Title</b>	
<b>Years with entity</b>	
<b>Nationality</b>	
<b>Language proficiency</b>	
<b>Education/ qualifications</b>	[Summarize college/university and other specialized education of personnel, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>Name of institution: _____</li> <li>Date of certification: ____ / ____ / ____</li> </ul>
<b>Employment record/ experience</b>	[Starting with the present position, list in reverse order every employment held. List all positions held by personnel since graduation, giving dates, names of employing entities, title of position held and location of employment. For experience in the last five years, detail the type of activities performed, the degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
<b>References</b>	[Provide names, addresses, phone and email contact information for two (2) references] <ul style="list-style-type: none"> <li><b>Reference 1:</b> _____</li> <li><b>Reference 2:</b> _____</li> </ul>

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## 0.6 Statement of Exclusivity and Availability ( NOT USED)

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the bidder [insert bidder name] in the above-mentioned RFQ. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this quotation is successful, namely:

From	To
[start of period 1]	[end of period 1]
[start of period 2]	[end of period 2]
[etc.]	[etc.]

I confirm that I am not engaged with other projects in a position that will require my Services during the time periods in which my Services are required under this RFQ.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other bidder submitting a quotation for this RFQ. I am fully aware that if I do so, I will be excluded from this RFQ, the quotations may be rejected, and I may also be subject to exclusion from other UNOPS tender procedures and contracts.

Furthermore, should this quotation be successful, I am fully aware that if I am not available at the expected start date of my Services for reasons other than ill health or *force majeure*, I may be subject to exclusion from UNOPS other tenders and contracts, and the notification of award of contract to the bidder may be rendered null and void.

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Title:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_



## 0.7 Performance Statement

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contract No.:** [#####]

**Contract awarded by**  
(full address of the Client)

**Contract date** (DD/MM/YY)

**Description of Scope of Works**

**Value of Contract**

**Date of completion**

- **As per Contract:**
- **Actual:**

**Remarks indicating satisfaction on performance, reasons for late completion or any other, if any**

**Contract No.:** [#####]

**Contract awarded by**  
(full address of the Client)

**Contract date** (DD/MM/YY)

**Description of Scope of Works**

**Value of Contract**

**Date of completion**

- **As per Contract:**
- **Actual:**

**Remarks indicating satisfaction on performance, reasons for late completion or any other, if any**

**Name:**

**Title:**

**Date:**

-----  
**Signature:**

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## 0.8 Form for Bid Security ( **NOT USED**)

**ATTENTION:** The bank shall fill in this form in accordance with the instructions.

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Bid guarantee number:** [#####]

**Bank name:** \_\_\_\_\_

**Address:** [Insert address of issuing branch or office]

**To:** UNOPS  
[insert address]

We have been informed that [name of the bidder] (hereinafter called the “bidder”) has submitted to you its bid dated [insert date] (hereinafter called the “bid”) for the execution of [name of contract], under the RFQ ref. No. ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_ (hereinafter called the “RFQ”).

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 words (amount in figures) with the relevant currency] 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:

- (a) Has withdrawn its bid during the bid validity period specified by the bidder in the bid submission; or
- (b) Having been notified of the acceptance of its bid by UNOPS during the bid validity period,
  - (i) Fails or refuses to execute the Contract; or
  - (ii) Fails or refuses to furnish the Performance Security, if required, in accordance with Section I: Instructions to Bidders.

This guarantee will expire:

- (a) If the bidder is the successful bidder, upon our receipt of copies of the Contract signed by the bidder and the Performance Security issued to you upon the instruction of the bidder; or
- (b) If the bidder is not the successful bidder, upon the earlier of:
  - (i) Our receipt of a copy of UNOPS notification to the bidder of the name of the successful bidder; or
  - (ii) Twenty-eight days after the expiration of the 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 (2010 Revision), International Chamber of Commerce Publication No. 758, except that the supporting statement under Article 15 (a) is excluded.

**SIGNED by**

\_\_\_\_\_  
**Name:**

-----  
**Title:**

-----  
**Institution:**

-----  
**Date:**

-----  
**Signature:**

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**Name of witness (block letters):**

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**Occupation of witness:**

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**Address of witness:**

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**Signature of witness:**

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## 0.9 DRiVE Supplier Sustainability Questionnaire

**ATTENTION:** Remove only if waiver received from PG.

[DRiVE Supplier Sustainability Questionnaire](#)

## 0.10 Dispute Details

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ATTENTION:** Bidders shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g., mediation or arbitration) or is the subject of litigation in any court locally or internationally. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Title:**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_

## 0.11 Acknowledgement of the Addenda

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_  
 Name of bidder: \_\_\_\_\_  
 Submission date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

We acknowledge receipt of the following addenda, which have been taken into account in preparing the quotation:

Addendum Number	Dated

\_\_\_\_\_  
**Name:** \_\_\_\_\_  
 \_\_\_\_\_  
**Title:** \_\_\_\_\_  
 \_\_\_\_\_  
**Date:** \_\_\_\_\_  
 \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
 \_\_\_\_\_

## 0.12 Quotation/No Quotation Confirmation

**To:** UNOPS  
[insert name and office of contact person]

**Email:** [insert UNOPS contact person's email and do not enter secure bid email address]

**From:** [insert name of bidder]

**Date:** \_\_/\_\_/\_\_

**Subject:** RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Insert an "X" where applicable	Description
	YES, we intend to submit a quotation.
	NO, we are unable to submit a competitive quotation for the requested Scope of Works at the moment.

If you selected NO above, please state the reason(s) below:

Insert an "X" where applicable	Description
	The requested Works are not within our range of execution.
	We are unable to submit a competitive quotation for the requested Scope of Works at the moment.
	Some materials and required equipment products are not available at the moment.
	We cannot meet the requested specifications.
	The information provided for quotation purposes is insufficient.
	The RFQ is too complicated.
	Insufficient time is allowed to prepare a quotation.
	We cannot meet the delivery requirements.
	We cannot adhere to the terms and conditions (please specify: payment terms, request for performance security, etc.).
	Sustainability criteria/requirements are too stringent (if applicable).
	We do not execute works for the UN.
	The scope of Works is too small.
	Our works execution capacity is currently full.
	The person that handles quotations is away from the office.
	Other (please provide reasons):
	We would like to receive future RFQs for this type of Works.
	We don't want to receive RFQs for this type of Works.

If UNOPS has questions to the bidder concerning this not submission of quotation, UNOPS should contact Mr./Ms. \_\_\_\_\_, phone \_\_\_\_\_, email \_\_\_\_\_, who will be able to assist.

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**Name:**-----  
**Title:**-----  
**Date:**-----  
**Signature:**  
  

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## 0.13 Quotation Checklist

RFQ reference No.: ETMCO - RfQ - 2023 -106 School Name \_\_\_\_\_

Name of bidder: \_\_\_\_\_

Submission date: \_\_\_\_/\_\_\_\_/\_\_\_\_

[To select an option, put an **X** over the relevant blank box]

Activity	Yes, No, or N/A	Page # in the quotation	If NO provide comment
Have you duly completed all the returnable Schedules?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.1 [Quotation Submission Declaration]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.2 [Bidder's Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.3 [Joint Venture Partner Information]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.4 [Capacity and Experience]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.5 [Format for Resume of Proposed Key Personnel]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.6 [Statement of Exclusivity and Availability]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.7 [Performance Statement]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.8 [Form for Bid Security]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		
• Schedule 0.9 [DRIVE Supplier Sustainability Questionnaire]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.10 [Dispute Details]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.11 [Acknowledgement of the Addenda]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.12 [Quotation/No Quotation Confirmation]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 0.13 [Quotation Checklist]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 1.2 [Details Provided by the Contractor]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.1.A [Bill of Quantities]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.1.B [Daywork Schedule]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.2 [Programme]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.3 [Method Statement]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.4 [Key Personnel]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.5 [Organizational Structure]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.6 [Subcontractors]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.7 [Contractor's Equipment and Machinery]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• Schedule 4.8 [Sources of Naturally Occurring Materials]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> XN/A		
• Schedule 4.9 [Insurance Details and Insurances]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• [Insert additional Schedules as necessary]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• [Insert additional Schedules as necessary]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
Have you provided the required documents to establish compliance with the evaluation criteria established in Section II: Evaluation and Method Criteria?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

• Copy of audited financial statements of the [five (5)] years	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• [Insert additional documents as necessary]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
• [Insert additional documents as necessary]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

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**Name:**


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**Title:**


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**Date:**


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**Signature:**


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## SCHEDULE 1: CONTRACT DETAILS

### 1.2 Details Provided by the Contractor<sup>1</sup>

Sub-Clause No.	Description	Details
10.1	Contract Price	<p>Amount in words:</p> <div></div> <p>Amount in figures:</p> <div></div>
1.3	Contractor's address for communication	<p>Name:</p> <div></div> <p>Position title:</p> <div></div> <p>Address:</p> <div></div> <p>Email address:</p> <div></div> <p>Telephone/Mobile number:</p> <div></div>
4.3	Contractor's Representative	<p>Name:</p> <div></div> <p>Position title:</p> <div></div> <p>Address:</p> <div></div> <p>Email address:</p> <div></div> <p>Telephone/Mobile number:</p> <div></div>

<sup>1</sup> For the purposes of this RFQ, when the term "Contractor" is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract.

## SCHEDULE 4: CONTRACT SCHEDULES FROM THE BIDDER

### 4.1 Quantities and Rates

#### 4.1.A Bill of Quantities

*(Details including description, quantities and unit rates of items - including preliminaries and provisional sums)*

#### 4.1.B Daywork Schedule

*(Details in accordance with Sub-Clause 9.4 of the General Conditions)*

No.	Item description	Rates	Payment schedule (Daily/Weekly/Monthly)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### 4.2 Programme

*(In accordance with Sub-Clause 6.3 of the General Conditions)*

### 4.3 Method Statement

*(Description of the arrangements and methods which the Contractor proposes to adopt for carrying out the Works including the Health and Safety Management Plan, Quality Management System, Social and Environmental Plan as applicable)*

## 4.4 Key Personnel

(Details of Key Personnel in accordance with Sub-Clause 4.5 of the General Conditions)

No.	Position description	Name	Qualification	Years of relevant experience
1				
2				
3				
4				
5				

## 4.5 Organizational Structure

## 4.6 Subcontractors

(Details of Subcontractors in accordance with Sub-Clause 4.4 of the General Conditions)

IF BIDDER PLAN TO SUBCONTRACT, PLEASE ATTACH A STATEMENT ABOUT THE PERCENTAGE OF WORK BIDDER PLAN TO SUBCONTRACT, TYPE OF WORK PLANNED FOR SUBCONTRACTING, NAME OF COMPANIES AND INDIVIDUALS PLANNED TO BE USED AS SUBCONTRACTOR, AND THEIR COMPETENCE CERTIFICATE.

No.	Description of the Subcontractors Work or Services	Name of the Subcontractors
1		
2		
3		
4		
5		

## 4.7 Contractor's Equipment and Machinery

(Details of Contractor's Equipment and Machinery in accordance with Sub-Clause 4.7 of the General Conditions)

No.	Description of item (Equipment or Machinery)	Units	Remarks
1			
2			
3			
4			
5			

## 4.8 Sources of Naturally Occurring Materials ( **NOT USED** )

(Details of any pre-identified sources of construction materials such as borrow pits, quarry sites, water sources, sand sources and likewise)

No.	Description of Materials	Description of identified sources and location
1		
2		
3		
4		
5		

## 4.9 Insurance Details and Insurances

*(Details of insurances that are available in accordance with Sub-Clause 15.1 of the General Conditions)*

### 1. Construction all risks insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

### 2. Public liability insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

### 3. Workers' compensation insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

### 4. Insurances required by Laws and local practices

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

### 5. Any other insurance

Name of Insurer:	
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<b>Policy No:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	

**6. Professional indemnity insurance**

<b>Name of Insurer:</b>	
<b>Policy No.:</b>	
<b>Insured Amount:</b>	
<b>Renewal Date:</b>	
<b>Name of Broker:</b>	
<b>Contact details of Broker:</b>	