**RETURNABLE BID FORM 1: Letter of Proposal**

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

To: SUPPLY & LOGISTICS

UNICEF Bissau Country Office

Guinea Bissau

Dear Madam/Sir,

We, the undersigned, offer to provide services for **Rehabilitation of Agostinho Neto school, playgrounds and the Ministry of Education office in Bissau** as part of this RFP accordance with your Request for Proposal dated November 2024 and our Proposal dated [insert date] We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed under separate envelopes.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Construction Company:

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**RETURNABLE BID FORM 2: Method Statement**

The proposed Project Implementation Plan of Works and schedule of activities must be submitted with this Technical Proposal. The work plan and schedule should be prepared in detail to the extent possible and include time allocated to sites- and district-level periodic progress review meetings and preparation of agreed progress reports.

The Potential Bidder may be asked to provide clarification or present the Proposed Plan to UNICEF as part of the Proposal evaluation process. The Selected Contractor will submit the final Project Implementation Plan for UNICEF’s approval within [fourteen (14)] calendar days of the Effective Date of the signed Contract. The Project Implementation Plan submitted by the Selected Contractor and accepted by UNICEF will be part of the agreement signed with the Selected Contractor. Penalties for delays will be strictly enforced as per the General Terms and Conditions.

**The Proposed Implementation plan shall include:**

- implementation methods,

- quality control strategy,

- schedule for all activities in a bar chart format, personnel plan in line with scheduled Deliverables and payment,

- analysis of anticipated Project risks, and their approach to mitigate and control such risks,

- proposed approach to mitigate negative social and environmental impact on local community by the Project, approach to address labor’s rights and their health and safety

## RETURNABLE BID FORM 3: Method Statement

A detailed organization chart of the company, including the location and staffing of existing offices must also be attached to the offer. With below provide the site organization in the form of organigram.

|  |  |  |
| --- | --- | --- |
| **Construction Management Staff** | | |
| **A. Key Professionals** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **B. Support Staff** | | |
| **Name** | **Position** | **Task** |
|  |  |  |
|  |  |  |
|  |  |  |

## RETURNABLE BID FORM 4: Key Staff Experience

Fill in the Template below which lists the overall personnel required for the project. Also include the description of each role (indicating the responsibilities of each individual expert for each task or activity) for the assignment.

**KEY SUPERVISORY STAFF SCHEDULE**

*(to be assigned for the proposed project)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Staff** | **Position** | **Years with contractor** | **Qualification** | **Experience in a position** | **Largest cost of the project handled** |
|  | Project Manager |  |  |  |  |
|  | Supervising Engineer |  |  |  |  |
|  | Structural Engineer |  |  |  |  |
|  | Electrical Engineer / Electrician |  |  |  |  |
|  | Plumber / Mechanical Engineer |  |  |  |  |
|  | Skilled / Specialist Foreman |  |  |  |  |
|  | Plant Operator |  |  |  |  |

Please find attached CVs for the reference.

We hereby certify that the above key supervisory staff is available for use in the execution of the contract.

Contractors authorized signature over printed name

**If more staff is required, please extend the table as necessary.**

## RETURNABLE BID FORM 5: Equipment

Fill in the Template listing all equipment and machinery required for the project in quantities, description and year purchased/leased.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List of Equipment** | **Capacity** | **Age** | **Condition** | **Owned or leased** |
| Excavator |  |  |  |  |
| Dump Truck |  |  |  |  |
| Concrete Mixer Machine (up to 1cum capacity) |  |  |  |  |
| Vibrator Machine |  |  |  |  |
| Other construction tools |  |  |  |  |
| Safety Equipment (Personal) |  |  |  |  |
| First Aid Box |  |  |  |  |
| Crane |  |  |  |  |
| Plate compactor |  |  |  |  |

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractors authorized signature over printed name

**RETURNABLE BID FORM 6: Mobilization Schedule**

The proposed mobilization work plan and schedule of activities must be submitted with this Proposal.

The mobilization work plan and schedule should be prepared in detail to the extent possible and include time allocated to mobilization, demobilization, time required for inspections and reports, etc.

The workplan should be a detailed work schedule in the form of a Gantt chart showing the timing proposed for each activity, which must be consistent with the equipment and staffing schedule described in the proposal.

A proposed timeline in a bar chart format must be part of this Proposal.

It should start with establishing and completion of Mobilization.

**CONSTRUCTION SCHEDULE (example of chart format)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Activity** | **Design and Construction**  **(Days)** | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Permits, Approvals, and mobilization |  |  |  |  |  |  |  |  |  |

## RETURNABLE BID FORM 7: Construction Schedule

The proposed work plan and schedule of activities must be submitted with this Proposal.

The work plan and schedule should be prepared in detail to the extent possible and include time allocated to mobilization, demobilization, time required for inspections and reports, etc.

The workplan should be a detailed work schedule in the form of a Gantt chart showing the timing proposed for each activity, which must be consistent with the equipment and staffing schedule described in the proposal.

A proposed timeline in a bar chart format must be part of this Proposal.

It should start with establishing Mobilization till the Issuance of the Substantial Completion Certificate.

**CONSTRUCTION SCHEDULE (example of chart format)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Activity** | **Design and Construction**  **(Month)** | | | | | | | | | **Commissioning & DLP** | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 12 months |
| 1 | Permits, Approvals, and mobilization |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Completeness of the work as per design in 30% of project upon verification/approval by site engineer. and approval by the site engineer |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Completeness of the work as per design in 50% of project upon verification/approval by site engineer |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Completeness of the work as per design in 70% of project upon verification/approval by site engineer |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Completeness of the work as per design in 100% of project upon verification/approval by site engineer |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Completion of the construction defects work at Defective and Liability period of 12 months |  |  |  |  |  |  |  |  |  |  |  |

The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction schedule.

## RETURNABLE BID FORM 8: Financial Proposal Form

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

To: SUPPLY & LOGISTICS

UNICEF Bissau Country Office

Guinea Bissau

Dear Madam/Sir,

We, the undersigned, offer to provide the Services for ‘*(insert project title)’* for the “**Rehabilitation of Agostinho Neto school, playgrounds and the Ministry of Education office in Bissau**’ in GUINEA BISSAU inaccordance with your Request for Proposal dated…

Our attached Financial Proposal is for the sum of (---------------------------------------------------------------------------------------------------------------------------amount in figures and words). This amount is inclusive of all taxes payable under the applicable law.

Our Financial Proposal shall be binding on us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity of the Proposal.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Construction Company

Address:

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

## RETURNABLE BID FORM 9: Summary of Financial Proposal (from BOQ)

Complete the BOQ’s as shared in Annex-D and provide the summary below in Table-3.

A company can bid for all three LOTs A, B, and C, or for specific LOTs according to their desire and capacity.

|  |  |  |
| --- | --- | --- |
|  | **DESCRIPTION** | **AMOUNT** |
|  | LOT 1: Rehabilitation works at Agostinho Neto school |  |
|  | LOT 2: Rehabilitation works at MENESIC office |  |
|  | LOT 3: Construction works of sports ground |  |
|  | SUB TOTAL |  |

**RETURNABLE BID FORM 10: declaration of Undertaking**

-------------------------------------------------

*(Name of company)*

Underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded.

The contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the footnote below.3

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We undertake to comply with applicable labor laws and the core labor standards of the international labor organization (ilo) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Guinea Bissau. We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the French government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and AFD if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client and/or AFD, the client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, to immediately cancel such contract if the statements made in the declaration of undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the declaration of undertaking has been issued.

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*(Name of company) (Place) (Date)*

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*(Signature(s))*

**RETURNABLE BID FORM 11a: Proposer Information Form**

Template 11A all Bidders to fill in as indicated.

|  |
| --- |
| *Date:*  RFP No. and title: |
| Applicant's legal name |
| Applicant's Actual or Intended country of constitution: |
| Applicant's actual or Intended year of constitution: |
| Applicant's legal address in country of constitution: |
| Applicant's authorized representative information  Name:  Address:  Telephone/Fax numbers:  E-mail address: |

**RETURNABLE BID FORM 11b: Joint Venture/Specialist Subcontractor Information Form**

Template 11B to be filled in only if the Applicant is bidding as part of a Joint Venture.

|  |
| --- |
| *Date:*  RFP No. and title: |
| Applicant's legal name |
| In case of Joint Venture (JV), legal name of each partner:  *[insert full legal name of each partner in JV]* |
| Applicant's Actual or Intended country of constitution: |
| Applicant's actual or Intended year of constitution: |
| Applicant's legal address in country of constitution: |
| Applicant's authorized representative information  Name:  Address:  Telephone/Fax numbers:  E-mail address: |
| Attached are copies of original documents of   * Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with RFP * In case of JV, letter of intent to form JV or JV agreement, in accordance with the RFP requirements JV Form filled in, signed found in Returnable Bid Form 11b * In case of Government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with RFP |

**RETURNABLE BID FORM 12: Historical Contract Non-Performance, Pending Litigation and Litigation History**

Please fill in the below table/template listing ALL large ongoing contract obligations and/or pending

contract awards with a history on Contract Non-Performance, Pending Litigation and Litigation History. If the Firm has no current or pending obligations please list as none.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current and Pending Obligations** | | | | | | |
| Project  Start  Date | Project  End  Date | Client Name &  Contract Number  (if awarded) | Project  Title/Description | Are Key Staff  Involved (yes/no) | Contract  Value  USD | Non-Performance or Litigation |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**RETURNABLE BID FORM 13: Current Contract Commitments / Works in Progress**

Current Contract Commitments

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Firm/Joint Venture Partner's Legal Name: | | | | |
| Date*:* | | | | |
| RFP No. and title: | | | | |
| *Date from:* | *Date to:* | *Contract identification* | *Role of firm* | *Partner if any* |
|  |  |  |  |  |
|  |  |  |  |  |

**RETURNABLE BID FORM 14: Annual Turnover**

Annual Turnover

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture]*

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date:

Applicant's Party Legal Name: *[insert full name]*

RFP No. and title:

|  |  |  |
| --- | --- | --- |
| **Annual turnover data (all Service contracts) in the last 2 years** | | |
| Year | Amount and Currency | $USD equivalent |
|  |  |  |
|  |  |  |
|  |  |  |
| Average Annual Services Turnover \* |  |  |

\*Average annual turnover calculated as total certified payments received for work in progress or

completed, divided by the number of years in operation.