**Section IV**

**Returnable Bid Schedules**

*[Note to Bidders: Instructions to complete each Returnable Bid Schedule are highlighted in blue in each schedule. Please complete the Returnable Bid Schedules as instructed]*

***Bidders must complete all the Returnable Quotation Schedules as instructed*.**

*Returnable Bid Schedule 1 - Form of Bid*

*Returnable Bid Schedule 2 - Bid Security*

*Returnable Bid Schedule 3 - Bidder Details*

*Returnable Bid Schedule 4 – Bill of Quantities*

*Returnable Bid Schedule 5 - Preliminary Programme*

*Returnable Bid Schedule 6 – Project Team and Organisational Structure*

*Returnable Bid Schedule 7 – Insurances*

*Returnable Bid Schedule 8 – Capacity Experience, Work in Hand and Completed.*

*Returnable Bid Schedule 9 - Implementation/Quality Management System Proposals*

*Returnable Bid Schedule 10 – Health and Safety Management System*

*Returnable Bid Schedule 11 – Environmental Management System*

*~~Returnable Bid Schedule 12 – Proposed Subcontractors and Suppliers – Not used~~*

*Returnable Bid Schedule 13- Proposed Sources of Naturally occurring Materials*

*Returnable Bid Schedule 14 – Outline Statement of Proposed Methods*

*Returnable Bid Schedule 15 – Declaration*

*Returnable Bid Schedule 16 – Conflict of Interest*

*Returnable Bid Schedule 17 – Dispute Details*

*Returnable Bid Schedule 18 – Addenda to ITB*

Returnable Bid Schedule 1

Form of Bid

United Nations Office for Project Services

South Sudan Operations Centre

UN House, (Juba 3)

Jebel Kujur

Juba South Sudan

Dear Sir/Madam,

**Subject: Lot 4 : Bid for the Rehabilitation of Gangura – James Diko - Rimenze Feeder Road 12.8 KM (KM 0+000 to 12+800)Section 1 and 19.3 KM (KM 0+000 to 19+300) Section 2 , Yambio County, Gbudwe State, Republic of South Sudan. Case No. UNOPS/SSOC/10502-001/ITB/WORKS/2018-062 dated [Insert Date].**

1. We, [***Name of Bidder***], hereby submit a bid for the construction of the above-referenced works in response to the above-referenced ITB.
2. We warrant that in preparing and submitting this bid, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced ITB, including the terms and conditions of the Contract as set out in Section V of the ITB.
3. Based on the above, our proposed Contract Price is: [***Insert Proposed Contract Price in numbers and letters***].
4. Our bid shall remain valid for UNOPS’ acceptance until ***One Hundred Twenty (120) days***from the Deadlinefor Submission of Bids.
5. We acknowledge and agree that:
   * subject to Section III of the ITB, UNOPS is not bound to accept the lowest bid or any other bid it may receive in response to the above-referenced ITB;
   * no liability of UNOPS and no binding contract exists until the Contract is executed by both parties;
   * each party constituting the bidder is bound jointly and severally by this bid;
6. Enclosed is a bid security in the sum of [***insert amount***]in the form set out in the Returnable Bid Schedule 2 – Form of Bid Security, issued by [***insert name of bank***].

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

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

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

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

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

[***Stamp form of bid with official stamp of the bidder***]

Returnable Bid Schedule 2

Form of Bid Security

**BANK GUARANTEE FOR BID**

**(PLEASE REFER TO ARTICLE 16 UNDER SECTION 1 ABOVE)**

[***Insert Letterhead of Bank***]

Date:  [***insert***]

To: United Nations Office for Project Services

South Sudan Operations Centre

UN House, (Juba 3)

Jebel Kujur

Juba South Sudan

Dear [***insert***]

**Re: Bank Guarantee for Bid in response to Invitation to Bid, Case No. UNOPS/SSOC/10502-001/ITB/WORKS/2018-062 (Lot 4)**

The United Nations Office for Project Services (UNOPS) issued an Invitation to Bid for the construction of [***Insert a brief description of the project***] in [***Insert name of country and city***]*,* Case No. [***Insert Case No*.**] (ITB). In response to this ITB, [***insert name of bidder***] has informed you of its intent to submit a bid.

As required in the ITB, we, [***insert bank***], at the request of [***insert name of bidder***], hereby irrevocably and unconditionally undertake with UNOPS that whenever UNOPS gives written notice to us stating that in your sole and absolute judgment [***insert name of bidder***] has failed to comply with the terms and conditions of its bid, we will, notwithstanding any objection which may be made by [***insert name of bidder***], and without any right of set-off or counterclaim, immediately pay to UNOPS the sum of [***insert amount of bid security***].

This bank guarantee is valid and will continue to be valid from the date of this letter until 30 days beyond the bid validity period, as may be extended. , after which this bank guarantee will automatically become null and void, unless a dispute arises in relation to this bank guarantee.

Any payment by us in accordance with this bank guarantee shall be in immediately available and freely transferable in [***insert currency***]*,* free and clear of and without any deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, set off, counterclaims, deductions or withholdings of any nature whatsoever and by whomever imposed.

Our obligations under this bank guarantee constitute direct primary, irrevocable and unconditional obligations, do not require any previous notice to or claim from [***insert name of bidder***]and will not be discharged or otherwise prejudiced or adversely affected by any:

* time, lenience or tolerance which you may grant to [***insert name of bidder***];
* intermediate payment or other fulfilment made by us;
* change in the constitution or organisation of the [***insert name of bidder***]; or
* other matter or thing which in the absence of this provision would or might have that effect, except a discharge or amendment expressly made or agreed to by you in writing.

This bank guarantee may not be assigned by UNOPS to any person, firm or company other than an affiliate, without our prior written consent, which shall not be unreasonably withheld. UNOPS shall notify us in writing of any assignment, after which we shall make any payment claimed under this bank guarantee to the person, firm or company specified in the notice which will constitute a full and valid release by us in relation to that payment.

Any notice required by this bank guarantee is deemed to be given when delivered (in the case of personal delivery) or forty-eight (48) hours after being dispatched by prepaid registered post or recorded delivery (in the case of a letter) or as otherwise advised by and between the parties.

We agree that part of the bid may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between you and [***insert name of bidder***], and this security may be exchanged or surrendered without in any way impairing or affecting our abilities under this bank guarantee without notice to us and without the necessity of any additional endorsement, consent or guarantee by us, provided, however, that guaranteed sum does not increase or decrease.

No action, event or condition which by any applicable law may operate to free us from liability under this bank guarantee will have any effect. We waive any right we may have to apply such law so that in all respects our liability under this bank guarantee will be irrevocable and, except as stated in this bank guarantee, unconditional in all respects.

This bank guarantee is governed by the Uniform Rules for Demand Guarantees, ICC Publication No. 758, provided that the supporting statement under Article 15 (a), and Articles 34 and 35 are excluded. Any disputes arising out or in connection with this bank guarantee, or the breach, termination, or invalidity thereof will be referred to and finally resolved by arbitration in accordance with the UNCITRAL Arbitration Rules then in effect, the language of the proceedings being English.

Nothing in or relating to this bank guarantee shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs, of which UNOPS is an integral part, which are hereby expressly reserved.

Notices under this bank guarantee shall be made to:

[***insert contact information for notices***]

IN WITNESS of which the [***insert name of bank***] has duly executed this Guarantee on the date stated above.

**SIGNED** by [***insert***]

as attorney for [***insert***]

under power of attorney dated [***insert***]

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

By executing this agreement the attorney states that the attorney has received no notice of revocation of the power of attorney

**Returnable Bid Schedule 3**

**Bidder's Details**

|  |
| --- |
| ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Trade Licence title and No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of registered office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of bidder representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address for service of notices (if different than above):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Facsimile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    UNGM Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Returnable Bid Schedule 4

Bill of Quantities

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*Note to bidders: Bidders shall submit within this Returnable Bid Schedule 4 (or annexed to it if files size is prohibitively large) fixed unit rates and prices for all items in the Bill of Quantities*. *Bidders shall provide rates and/or prices for all items listed in the Bill of Quantities*. *Where an item is not priced and/or a rate is not provided in the Bill of Quantities such price and/or rate shall be deemed to be allowed for and included in other rates or prices contained in the Bill of Quantities.*

*Refer to Annex A -Bill of Quantities*

Returnable Bid Schedule 5

Bidder Preliminary Programme

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

### *Note to bidders: Bidders shall submit a preliminary programme for the executions of the works.*

### *Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, and shall submit their bid on the basis of an assurance that the works can be completed by the Time for Completion and the Milestone Dates identified in the Contract.*

The completion time **10 months. (equivalent to 40 weeks)**

### *The preliminary programme shall be prepared in sufficient detail to enable UNOPS to adequately evaluate the planned execution, staging and allocation of resources for the works.*

### *The preliminary programme shall show the dates when the Milestones identified in the Contract shall be achieved. It shall also include and/or be accompanied by:*

#### *a programme narrative that describes the mechanisms and assumptions made in preparing the programme; and*

#### *a critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each and every activity.*

*If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the contract for works.*

Returnable Bid Schedule 6

Proposed Project Team and Organizational Structure

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*Note to bidders: Bidders shall set out below:*

1. *the key personnel that the bidder proposes to assign to the execution of the works;*
2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;*
3. *the proposed organisational structure for carrying out the works. Bidders are to attach a chart indicating the bidder's organisation structure; and*
4. *the bidder’s representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*]

**Key Personnel for Lot 4.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Position Description** | **Qty** | **Minimum years of Experience** | **Years Exp** |
| 1 | [Insert Name] | Project Manager | 1 | Degree holder in Civil/Building Engineering or equivalent + 3 years work experience of a similar nature | [Insert No.] |
| 2 | [Insert Name] | Site Engineer | 1 | Degree holders in Civil/Building Engineering or equivalent + 2 years work experience of a similar nature | [Insert No.] |
| 3 | [Insert Name] | Materials Engineer | 1 | Degree holders in Material Engineering or equivalent + 2 years work experience of similar nature | [Insert No.] |
| 4 | [Insert Name] | Site Foreman | 1 | Certificate + 2 years’ work experience of project of similar nature | [Insert No.] |
| 5 | [Insert Name] | Survey Technician | 1 | Certificate + 2 years’ work experience of project of similar nature | [Insert No.] |
| 6 | [Insert Name] | Laboratory Technician | 1 | Certificate + 2 years’ work experience of project of similar nature | [Insert No.] |

Contractor's Representative as per the Contract:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position Description** | **Name** | **Years Exp** |
| 1 | Contractors Representative | [*Insert Name*] | [*Insert No.*] |

PERSONNEL & RESUME FORM

The Bidder shall provide details of the proposed personnel and their experience records in the following resume form: use one sheet per staff member.

|  |  |  |
| --- | --- | --- |
| Position | | |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
|  | Nationality | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |
| --- | --- | --- |
| From | To | Company / Project / Position / Relevant technical and management experience |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

Name & signature of personne: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Returnable Bid Schedule 7

InsuranceS

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*Note to bidders: Bidders are to provide details of their insurance policies if they have any at the time of preparing their Bid. If selected, Bidders will have to comply with the insurance requirements as set outunder Schedule 14 of the Contract. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of bids, including amounts of any deductibles and all exclusions.*

1. **Construction All Risks Insurance/Third Party Liability Insurance**

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

1. **Marine Cargo Insurance**

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

1. **Workers’ Compensation/Employer’s Liability Insurance**

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

1. **Contractor’s Plant and Equipment Insurance**

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

1. **Motor Insurance**

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

1. **Professional Indemnity Insurance**

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

The bidder **must** tick ***Yes*** *or* ***No*** below:

We, the bidder, confirm that we will provide the above insurance policies:

|  |
| --- |
|  |
| NO |

|  |
| --- |
|  |
| YES |

Returnable Bid Schedule 8

Capacity, Experience, Work In Hand And Work Completed

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

1. **Three similar Projects executed successfully during the last [5] years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Contract Amount | Time Completed –  Month -year | Client | Contact details of Clinet |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **All projects during the last [5] years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project | Contract Amount | Time Completed –  Month -year | Client | Contact details of Clinet |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

1. **All current projects underway or committed to start:**

Bidders shall submit details of current works at hand in the following format

|  |  |  |  |
| --- | --- | --- | --- |
| Project | Contract Amount | Current Completion status | Balance Amount of Work |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The bidder must provide confirmation and statement of ability to mobilize resources and commence working within **21 calender days**days upon notification to commence work from the Engineer issued immediately after Contract award.

1. **Assets**

Bidders are required to complete the information below for each key equipment indicated below

The Bidder shall provide adequate information to clearly demonstrate that it has the capability to meet the requirements for the key equipment listed below.

**Essential assets subject to evaluation:**

***Minimum equipment requirements:(Per Lot / each project site)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Machinery/ Equipment** | **Qty**  **(Min. Requirement)** | **Qty offered** | **Owned/Hired/Lease** |
| 1 | Excavator ( minimum bucket is 2m³) | 2 |  |  |
| 2 | Motor Grader’s | 2 |  |  |
| 3 | Bulldozer D8 or equivalent | 1 |  |  |
| 4 | Backhoe loader | 1 |  |  |
| 5 | Road Roller’s | 2 |  |  |
| 6 | Tipper Trucks ( minimum 12 ton) | 5 |  |  |
| 7 | Water Tankers/ Bowser’s | 3 |  |  |
| 8 | Lorry Trucks | 1 |  |  |
| 9 | Pick-up or small vehicle | 1 |  |  |
| 10 | Low Bed Truck | 1 |  |  |
| 11 | Fuel Truck | 1 |  |  |
| 12 | Plate Compactor’s | 2 |  |  |
| 13 | Concrete/ Mortar Mixer | 2 |  |  |
| 14 | Power Generator | 2 |  |  |
| 15 | Survey Instrument |  |  |  |
|  | 1. Total Station Set | 1 |  |  |
|  | 1. Dumpy Level Set | 1 |  |  |
| 16 | Laboratory Equipment |  |  |  |
|  | 1. Complete set for soil testing and FDT | 1 |  |  |
| 17 | Water pumps | 2 |  |  |

If the above facilities, fixed and/or mobile plants and equipments are not owned by the bidder, please include information on how facilities, fixed and/or mobile plants and equipments will be hired or leased.

**The following information is only required for equipment not owned by the Bidder:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment type | Avialable quantity for the work | Make/Model | Current Location | Hired | Registration details of Hired/Leased equipment |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Note: Bidders are required to attach certified audited financial statem(ents for the last three years (2018-2014)**

Returnable Bid Schedule 9

Implementation/Quality Management System Proposals

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*Note to bidders: After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the bidder’s Quality Management plan and policy with UNOPS Quality Management plan and policy with a view to determining how to integrate them with each other. Please note that UNOPS sets a standard minimum and shall apply by default.*

1. **Implementation/Quality Management Manual**

*Please provide your quality management manual intended to be employed by the bidder if one exists.*

1. **Implementation/Quality Management Plan**

*Please provide an outline of the project quality management plan demonstrating the approach to be taken to quality matters during the execution of the works*

*The quality plan shall be:*

* 1. *appropriate to the design (if any), materials, fabrication, components, construction, testing, commissioning and site maintenance activities;*
  2. *specific to the works.*

1. **Integration of Management System**

*Please provide an outline of how, if you have one, your quality management system would be integrated with UNOPS implementation manual as given in the contract.*

Bidder shall provide confirmation to meet UNOPS Quality management Plan - annexed to this ITB as Annex E.

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| NO |

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| YES |

Returnable Bid Schedule 10

OHS (Health and Safety) Management System

ITB Case No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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*Note to bidders: After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the bidder’s Heath and Safety Management plan and policy with UNOPS Heath and Safety Management plan and policy, with a view to determining how to integrate them with each other. Please note that UNOPS’ sets a standard minimum and shall apply by default.*

1. **Health and Safety Management Manual**

*Please provide your Health and Safety Managementpolicy intended to be employed by the bidder if one exists.*

1. **Health and Safety Management Plan**

*Please provide an outline of the project HS management plan demonstrating the approach to be taken to HS matters during the execution of the works*

*The HS plan shall be:*

* 1. *appropriate to the design (if any), materials, fabrication, components, construction, testing, commissioning and site maintenance activities; and*
  2. *specific to the works.*

1. **Integration of Health and Security Management System**

*Please provide an outline of how, if you have one, your Health and Safety system would be integrated with UNOPS Health and Safety manual as given in the contract.*

Bidder shall provide confirmation to meet UNOPS Health and Safety management System, - annexed to this ITB as Annex D.

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| NO |

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| YES |

**Returnable Bid Schedule 11**

**Environmental Management System**

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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*Note to bidders: After selection of the successful bidder, UNOPS, in consultation with the bidder, will review the bidder’s Environmental Management plan and policy with UNOPS Environmental Management plan and policy, with a view to determining how to integrate them with each other. Please note that UNOPS’ sets a standard minimum and shall apply by default.*

1. **Environmental Management Manual:**

*Please provide your Environmental Management Manual intended to be used by the bidder if one exists.*

1. **Environmental Management Plan:**

*Please provide an outline of the project EMmanagement plan demonstrating the approach to be taken to EM matters during the execution of the works*

*The EM plan shall be:*

* 1. *appropriate to the design (if any), materials, fabrication, components, construction, testing, commissioning and site maintenance activities;*
  2. *specific to the works.*

1. **Integration of Environmental Management System:**

*Please provide an outline of how, if you have one, your Environmental Management system would be integrated with UNOPS Environmental Management manual as given in the contract.*

Bidder shall provide confirmation to meet UNOPS Environmental management system, - annexed to this ITB as Annex F.

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| NO |

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| YES |

Returnable Bid Schedule 12

Proposed Subcontractors and Suppliers

**( NOT USED)**

Returnable Bid Schedule 13

Proposed Sources of Naturally Occurring Materials

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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*Note to Bidders: Bidders shall provide details of their proposed sources of naturally occurring materials, including aggregates or bidders should provide details of their suppliers of such proposed naturally occurring materials.*

Returnable Bid Schedule 14

Outline Statement of Proposed Methods

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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*Note to Bidders: Bidder shall provide a detailed method statement setting out:*

1. *how it proposes to stage and construct the works;*
2. *a description of how the bidder proposes to obtain all requisite NOC’s (no objection certificates) from the relevant authorities prior to commencement of the works onsite;*
3. *a statement describing its methodology for coordinating with the authorities and complying with respective timescales for advance notification to enable works to commence on the project site in accordance with the programme to be submitted by the bidder with Returnable Bid Schedule 5; and*
4. *how it proposes to implement traffic management.*

**Returnable Bid Schedule 15**

Declaration

**United Nations Office for Project Services**

South Sudan Operations Centre

UN House, (Juba 3)

Jebel Kujur

Juba South Sudan

Dear Sir/Madam,

**Subject: Lot 4: Invitation to Bid for Rehabilitation of Gangura – James Diko - Rimenze Feeder Road 12.8 KM (KM 0+000 to 12+800)Section 1 and 19.3 KM (KM 0+000 to 19+300) Section 2 , Yambio County, Gbudwe State, Republic of South Sudan, case No.: UNOPS/SSOC/10502-001/ITB/WORKS/2018-062**

I, [***insert name and title***], [***insert title***], do solemnly and sincerely declare that:

1. I am duly authorised by [***Insert name of bidder***] (the Bidder)to make this declaration on its behalf.
2. I make this declaration on behalf of the Bidder.
3. Before the Bidder submitted its bid, neither the Bidder, nor any of its employees or agents, had knowledge of the bid price proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a bid in response to this ITB.
4. Before the Deadlinefor Submission of Bidsof this bid process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder’s bid price to:
   1. any other bidder who submitted a bid in response to this ITB;
   2. any person, company, other body corporate or firm proposing to submit a bid in response to this ITB.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:

###### any other bidder who has submitted a bid in response to this ITB;

###### any person, company, other body corporate or firm proposing to submit a bid in response to this ITB; or

###### any other person, company, body corporate or firm for the purpose of assisting in the preparation of a bid in response to this ITB.

1. The Bidder is genuinely competing for the Contract.
2. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the bid, that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.
3. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who unsuccessfully tendered for the Contract.
4. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that bidders for the Contract would include an identical or similar condition or qualification in their bids.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

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| DECLARED at [***insert place***] on [***insert date***] before me:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of authorised witness  (capital letters)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address of authorised witness  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witness’ Occupation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of declarant |

Returnable Bid Schedule 16

Conflicts of Interest

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

#### *Note to Bidders: Bidder shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:*

#### *UNOPS and the bidder; and*

#### *UNOPS and any subcontractor (including consultants) proposed by the bidder*

Returnable Bid Schedule 17

Dispute Details

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

*Note to Bidders: 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 overseas. 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.*

Returnable Bid Schedule 18

Addenda to ITB

ITB Case No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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| **Addendum Number** | **Dated** |
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**SECTION V: UNOPS Measured Price Construction Contract**

**(Attached)**