## FORM A: BID CONFIRMATION

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Insert name of contact person | | Email: Insert contact person’s email - do not enter secure bid email address |
| From: | Insert name of bidder | |  |
| Subject | ITB reference: **4200739270 Unity State TP No.11** | | |
| **Check the appropriate box** | | **Description** | | |
|  | | **YES**, we intend to submit a bid. | | |
|  | | **NO**. We are unable to submit a competitive offer for the requested goods/services/works at the moment | | |

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

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|  | The requested goods/services/works are not within our range of supply |
|  | We are unable to submit a competitive offer for the requested goods/services/works at the moment |
|  | The requested goods/services/works are not available at the moment |
|  | We cannot meet the requested specifications |
|  | We cannot offer the requested type of packing |
|  | We can only offer FCA prices |
|  | The information provided for bidding purposes is insufficient |
|  | Your ITB is too complicated |
|  | Insufficient time is allowed to prepare a bid |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below. |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your volume is too small and does not meet our order quantity |
|  | Our production capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | We do not sell directly but through distributors |
|  | We have no after-sales service available |
|  | The person handling the bids is away from the office |
|  | Other (please provide reasons below): |
| Further information: Click or tap here to enter text. | |
|  | We would like to receive future ITBs for this type of goods/services/works |
|  | We don’t want to receive ITBs for this type of goods/services/works |

## Questions to the bidder concerning the reasons for NO BID should be addressed to IOM at the following email address: [issjp@iom.int](mailto:issjp@iom.int)

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

**Technical bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the returnable bidding forms?** |  |
| * Form C: Bid Submission |  |
| * Form E: Joint Venture/Consortium/Association Information (if applicable) |  |
| * Form F: Eligibility and Qualification |  |
| * Form G: Technical Bid |  |
| * Form I: Bid Security |  |
| * Form J: Key Supervisory Staff Schedule Form |  |
| * Form K: Construction Schedule Form |  |
| * Form L: Equipment Allocation Form |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |
| **Have you provided the required documents in support of Form D: Bidder Information?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Annex 1B: Bill of Quantities | ☐ |
| * Form H: Price Schedule |  |

## FORM C: BID SUBMISSION

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their Bid. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | **4200739270 Unity State TP No.11** | Date: Click or tap to enter a date. |

We, the undersigned, offer to complete works required for IOM in accordance with your ITB dated 23 August 2024. We hereby submit our bid, which includes this Bill of Quantities.

The total price of our bid, excluding any discounts offered below is: Insert amount in words and figures, indicating amount(s) and respective currency(ies) (by lots if applicable).

The discounts offered and the methodology of their application are:

* **Discounts:** If our bid is accepted, the following discounts shall apply Specify in detail each discount offered and the specific item of the Schedule of Requirement to which it applies, including if applicable discounts for accelerated payment.
* **Methodology of application of the discounts:** The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts

**Our Bid is valid for Click or tap here to enter text.**

**COMPANY PROFILE[[1]](#footnote-2)**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder\* | Click or tap here to enter text. |
| Legal Address (house no, street name, zip code, city\*, region\*, country\*) | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Registration date\* and VAT number\* | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Business type/industry category\* | Direct Producer/Manufacturing  Reseller/Distributor/Service Provider |
| Are you a UNGM registered vendor? | Yes  No  If yes, insert UNGM Vendor Number |
| Do you provide services/goods internationally? | Yes  No  If no, in which country: Click or tap here to enter text. |
| Contact information\* | Company Tel/Mobile: Click or tap here to enter text.  Company Email: Click or tap here to enter text.  Company Website: Click or tap here to enter text.  Contact Person 1:Click or tap here to enter text.  Contact Person 2: Click or tap here to enter text. |
| Disability inclusive business\* | Yes  No |
| Women-owned/controlled\* | Yes  No |

**BIDDER’S DECLARATION OF CONFORMITY[[2]](#footnote-3)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**FORM D: BIDDER INFORMATION (Vendor Information Sheet) – This document is enclosed separately.**

## FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION – Please fill in only if applicable

|  |  |  |
| --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: Click or tap to enter a date. |
| ITB reference: | **4200739270 Unity State TP No.11** | |

To be completed and returned with your bid if the bid is submitted as a Joint Venture / Consortium / Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **The proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner**  (With authority to bind the JV, Consortium, and Association during the ITB process and, in the event a contract is awarded, during contract execution) | Click or tap here to enter text. |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 

## FORM F: ELIGIBILITY AND QUALIFICATION FORM

|  |  |  |
| --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: Click or tap to enter a date. |
| ITB reference: | **4200739270 Unity State TP No.11** | |

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| No non-performing contracts during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Bidder’s Experience**

1. **Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **All current ongoing contracts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **All contracts committed to start**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the bidder or party to a JV, and not a sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: TECHNICAL BID[[3]](#footnote-4)

|  |  |  |
| --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: Click or tap to enter a date. |
| ITB reference: | **4200739270 Unity State TP No.11** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goods, works and/or services to be Supplied and**  **Technical Specifications** | **Bidder’s response** | | | | |
| **Compliance with technical specifications** | | **Delivery Date**  *(confirm that you comply or indicate your delivery date), if applicable* | **Quality Certificate/Export Licenses, etc.** *(indicate all that apply and attach), if applicable* | **Comments** |
| **Yes, we comply (Explain how you can comply)** | **No, we cannot comply**  *(indicate discrepancies)* |
| Technical skills, solutions, and knowledge that the bidder has for the project. |  |  |  |  |  |
| Execution Plan (Please give details of this plan) |  |  |  |  |  |
| Specifications of materials, equipment, or services in the bid. |  |  |  |  |  |
| Timeframes: The timeline for finishing the project. (You can use the project schedule requirements) |  |  |  |  |  |
| Quality and Compliance: The bid should follow relevant codes, standards, and specifications. |  |  |  |  |  |
| Experience: Information about similar projects done before. (Use form F) |  |  |  |  |  |
| Operating Cost: Operating costs related to the proposed solution. (Refer to price schedule) |  |  |  |  |  |
| Financial Aspects: state the total cost, payment terms, and any financing plans. |  |  |  |  |  |
| We hereby declare that, in addition to the Contractor’s general quality, health, safety, social and environment obligations described in the General Conditions and Special Provisions of the Construction Agreement, we shall comply with the ECRP quality, health, safety, social and environment requirements, policies, procedures, and guidelines annexed to the Contract as Annexes C, D, E and F in the Terms of Reference. |  |  |  |  |  |

**FORM H: PRICE SCHEDULE 7(See the attached BOQ)**

|  |  |  |
| --- | --- | --- |
| Name of bidder: | ​​Click or tap here to enter text​. | Date: |
| ITB reference: | ​​**4200739270 Unity State TP No.11** | |

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/No | Description | Unit | Unit rate (USD) | Remarks |
|  | **Earth works** |  |  |  |
|  | Excavation in soft soils | M3 |  |  |
|  | Excavation in hard soils | M3 |  |  |
|  | Haulage of waste to cut | M3 |  |  |
|  | Murram Soil | M3 |  |  |
|  | River sand | M3 |  |  |
|  | Pit Sand | M3 |  |  |
|  | Site clearance | M2 |  |  |
|  | **Labour** |  |  |  |
|  | Skilled labour | Day |  |  |
|  | Semi-skilled labour | Day |  |  |
|  | Un skilled labour | Day |  |  |
|  | 1000 Gauge polythene or other equal and approved damp proof membrane laid under surface bed with 300mm side and end laps | M2 |  |  |
|  | DPC | M |  |  |
|  | **Normal grade concrete (Please unit rate for each class of concrete)** |  |  |  |
|  | C-10 (1:3:6) | M3 |  |  |
|  | C-15 (1:2:4) | M3 |  |  |
|  | C-20 (1:1.5:3) | M3 |  |  |
|  | **Standard Grade of Concrete** |  |  |  |
|  | C-25 (1:1:2) | M3 |  |  |
|  | **Mix proportions for mortar** |  |  |  |
|  | Masonry, Plastering interior (1:4) | M2 |  |  |
|  | Foundation, Reinforced brick work, Exterior  1:3  1:5  1:6 | M2  M2  M2 |  |  |
|  | Ceiling plaster 1:2 | M2 |  |  |
|  | Timber 2”x4” | Pc |  |  |
|  | Timber 2”x3” | Pc |  |  |
|  | Timber 2”x6” | Pc |  |  |
|  | Expanded Metal lath (EML) 600mmx1800mm, bundle of 10 pieces | Bundle |  |  |
|  | **Reinforce steel works** |  |  |  |
|  | R08 Unit weight (0.395 Kg/m) | Kg |  |  |
|  | Y10 Unit weight (0.617 Kg/m) | Kg |  |  |
|  | Y12 Unit weight (0.889 Kg/m) | Kg |  |  |
|  | Y16 Unit weight (1.58 Kg/m) | Kg |  |  |
|  | Roll of 25 Kg binding wire | Kg |  |  |
|  | **Ordinary Portland cement in 50 Kg** |  |  |  |
|  | 32.5 Grade cement | Bag |  |  |
|  | 42.5 Grade cement | Bag |  |  |
|  | **Burnt Bricks/Concrete block works** |  |  |  |
|  | Burnt clay brick size 200\*100\*62.5mm | Pc |  |  |
|  | Concrete block made of 1:3:6 mix size 400x200x200mm | Pc |  |  |
|  | A roll of Hoop iron | roll |  |  |
|  | **Tile works** |  |  |  |
|  | Ceramic Tile 400x400mmx6mm | M2 |  |  |
|  | 300x300mmx6mm | M2 |  |  |
|  | 500x500mmx6mm | M2 |  |  |
|  | Tile grout in 25 Kg Bag | bag |  |  |
|  | Tile strips | m |  |  |
|  | Spacers |  |  |  |
|  | **Roofing Materials** |  |  |  |
|  | Roofing nails in Kg | Kg |  |  |
|  | Rubber washer in packets | Packet |  |  |
|  | Assorted Nails in Kg | Kg |  |  |
|  | gauge 28 pre-painted Super Five IT4 profiled roofing sheets (0.5mm ) light blue colour | M2 |  |  |
|  | Gauge 28 pre-painted ridge cap; 650mm girth (average) light blue colour | M |  |  |
|  | SHS 50 x 50 x 3m | M |  |  |
|  | SHS 40 x 40 x 3mm | M |  |  |
|  | 75 x 50 x 3mm RHS | M |  |  |
|  | SHS 75x75x2.5mm | m |  |  |
|  | SHS 50x50x2.5mm | m |  |  |
|  | Roofing J bolts | Kg |  |  |
|  | angle cleat) 40x40x8mm | pc |  |  |
|  | Angle cleat 40x30x6mm | pc |  |  |
|  | Angle cleat 50x50x8mm | pc |  |  |
|  | 100 x 50 x 2mm thick Z-purlins | M |  |  |
|  | 16mm diameter anchor bolts L=250 | Nr. |  |  |
|  | 150x150x8mm plate (fillet weld of 6mm thick) | Pc |  |  |
|  | 100 x 100 x 8mm thick mild steel plate | Pc |  |  |
|  | 250 x 350 x 2mm galvanized metal sheet gutter | m |  |  |
|  | **Handrails materials** |  |  |  |
|  | CHS 50mm dia. and 2.5 mm thick metal guide rail | M |  |  |
|  | CHS 25 mm dia and 2mm thick | M |  |  |
|  | CHS 20mm dia and 2.5mm thickness baluster | M |  |  |
|  | CHS 40mm dia and 2.5mm vertical CHS post | M |  |  |
|  | **Electrical requirements** |  |  |  |
|  | 25mm conduits | Pc |  |  |
|  | Extra over to corners (bents 25mm) | Pc |  |  |
|  | Couplers 25mm | Pc |  |  |
|  | Circular boxes 25mm | Pc |  |  |
|  | Metallic MK boxes (Single) | Pc |  |  |
|  | main switch 4-way (MCB) 16A | Pc |  |  |
|  | Load cable, 16mm2 (single) | Set |  |  |
|  | Power cable 2.5mm2 | M |  |  |
|  | Light cables 1.5mm2 | M |  |  |
|  | Metallic MK boxes (Double) | Pc |  |  |
|  | Matt vinyl paint in soft white for internal walls in 20 L bucket | Bucket |  |  |
|  | Emulsion weather guard paint in smoked grey for external walls in 20 L bucket | Bucket |  |  |
|  | **Chain-link fence** |  |  |  |
|  | Steel angle-50x50x4mm | pc |  |  |
|  | Steel angle 40x40x3mm | pc |  |  |
|  | 2000mm high galvanised chain-link fencing (diamond wire mesh), Gauge 10 opening 50x50mm | Roll |  |  |
|  | 3mm diameter galvanized tension wire | Roll |  |  |
|  |  |  |  |  |

NB: State method of mixing for the concrete and cement mortar and how you control cement water ratio.

I, the undersigned, certify that I am duly authorized by IOM to sign this bid and bind company should IOM accept this bid:

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

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

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

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

## FORM I: BID SECURITY

## Bid Security (Bank Guarantee)

WHEREAS, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted its Bid dated *[date]* for *[name and number of the solicitation process]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We *[name of Bank]* of *[name of country]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound unto name of International Organization for Migration (IOM) (hereinafter called “IOM”) in the sum of *[amount]* (the “Guaranteed Amount”) for which payment well and truly to be made to IOM, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

THE CONDITIONS of this obligation are:

(1) If, after Bid opening, the Bidder withdraws or modifies its Bid during the period of Bid validity specified in the Bid; or

(2) If the Bidder having been notified of the acceptance of its Bid by IOM, during the period of Bid validity:

(a) fails, delays, or refuses to execute the Contract in accordance with the solicitation documents, if required; or

(b) fails, delays, or refuses to furnish to IOM the Performance Security, if applicable, in accordance with the solicitation documents or

(c) does not accept the correction of the Bid Price pursuant to Instructions to Bidders in the solicitation document; or

(d) fails to comply with any other conditions specified in the solicitation document, prior to signing the Contract,

we undertake to immediately pay to IOM the amount demanded by IOM, up to the Guaranteed Amount and without any deduction, counterclaim or set-off, upon receipt of its first written demand, without IOM having to substantiate its demand, provided that in its demand IOM will note that the amount claimed by it is due to the occurrence of one or any of the abovementioned conditions, specifying the occurred condition or conditions. We further undertake to indemnify IOM for any cost, loss or liability incurred by IOM as a result of our failure to comply with the terms of this Bid Security. The Parties acknowledge and agree that the Bank’s obligations under this Bid Security shall be enforceable without the need to have recourse to any judicial or arbitral proceedings and without the need to proceed against or enforce any other rights or security or claim payment from any person before claiming under this Bid Security and its obligation to pay IOM shall be fulfilled by the Bank without any objection, opposition or recourse. The Bank and IOM acknowledge and agree that the terms and conditions of the Bid Security shall remain unchanged for the duration of the Bid Security validity period (as defined below).

This Bid Security will remain in force up to and including the date *[insert the number of days as required according to the Solicitation Documents]* after the date of the expiration of the Bid Validity (“Bid Security validity period”), as stated in the solicitation document as it may be extended by IOM, notice of which extension(s) to the Bank is hereby waived. The Bank hereby agrees and acknowledges that its obligations under this Bid Security shall remain valid and enforceable notwithstanding any extension of the Bid Security Validity Period. Any demand in respect of this Bid Security should reach the Bank not later than the above date.

Nothing in or relating to this Bid Security shall be deemed a waiver, express or implied, of any of the privileges and immunities of the International Organization for Migration.

DATE SIGNATURE OF THE BANK

NAME AND POSITION OF SIGNATORY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESS SEAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[signature, name, and address]*

**FORM J: KEY SUPERVISORY STAFF SCHEDULE FORM**

*(To be assigned for the proposed project)*

**ITB Reference No.: 4200739270 Unity State TP No.11**

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| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Name** | **Position** | **Yrs. with the Firm** | **Qualification** | **Largest Cost**  **of Project Handled** | **Years of Experienced**  **On said Position** |
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Please submit CV and qualification documents for proposed key supervisory staff.

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

**FORM K: CONSTRUCTION SCHEDULE FORM**

**ITB Reference No.: 4200739270 Unity State TP No.11**

**Duration in Weeks**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity No.** | **Activity Name** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 |  |  |  |  |  |  |  |  |  |
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| Manpower Allocation & Descriptions | |  |  |  |  |  |  |  |  |
| Equipment Allocation & Descriptions | |  |  |  |  |  |  |  |  |

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

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

Contractors authorized signature over printed name

**FORM L: CONSTRUCTION EQUIPMENT AND MACHINERY SCHEDULE FORM**

*(Please list down construction equipment and machinery your company is in possession of)*

**ITB Reference No.: 4200739270 Unity State TP No.11**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Equipment **Description, Make and Age** | Qty | Unit | Technical condition | | | Allocated for this project | | |
| Needs repair | In good condition | Owned or Leased | Permanently | Temporarily | Total Qty |
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The Contractor may use extra pages to furnish additional information or may use other acceptable format to illustrate the construction equipment and machinery list.

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Contractors authorized signature over printed name

1. For the selected vendor the Vendor Information Sheet with bank details should signed and submitted [↑](#footnote-ref-2)
2. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-3)
3. a technical bid is an important document that shows a bidder’s technical knowledge and plan for a project. It is a key part of the bid process, making sure the technical skills and project needs match. [↑](#footnote-ref-4)