**Annex 4**

Technical Bid Form

|  |
| --- |
| ***INSERT TITLE OF THE RFQ*** |

|  |  |
| --- | --- |
| **Legal Name of Bidding Organization/Firm:** |  |
| **Country of Registration:** |  |
| **Year of Registration:** |  |
| **Country(ies) of Operation:** |  |
| **Years of Operation in each country:** |  |
| **Name of Contact Person for this Bid:** |  |
| **Legal Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |
| **TABLE 1: EXPERTISE OF FIRM/ ORGANISATION** | |
| *This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.*  1.1. Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid/Quotation; its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.  1.2. Financial Capacity: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.  1.3. Litigation: The bidder should provide information regarding any past and/or current litigation during the last five years in which the bidder is involved, indicating parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded (if applicable).  1.4. Track Record and Experiences\*: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   *\*please add rows in case of need* | |

|  |
| --- |
| **TABLE 2: TECHNICAL SPECIFICATIONS AND RELATED SERVICES** |
| *This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*  2.1. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  2.2. Implementation Timelines: The Bidder shall submit a Project Schedule Gantt Chart separately - indicating the detailed sequence of activities that will be undertaken and their corresponding timing (please complete Gantt Chart).  2.3. Warranty Conditions: The bidder should confirm here the acceptance of requested warranty conditions in written format. Minimum warranty period of the Contract for the Complete Construction Works shall be two years; the warranty period shall commence on the date of substantial completion of works, expiration of Contract from the signature of the final completion and acceptance certificate.  2.4. List of machines and mechanisms: Please attach the list of machines and mechanisms necessary for completion of the works in accordance with the form below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | # | Type of Works | Type of Machinery/Equipment | Title  Manufacturer and Model | Owned/Leased | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   2.5. The list of workers and specialists: Please fill the below table by listing workers and specialists that will be attracted for works completion under this project:   |  |  |  |  | | --- | --- | --- | --- | | # | Name and Surname of the Specialist | Position | Duties and Responsibilities | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |