

## Section 4 - Bidding Forms

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## Letter of Technical Bid

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

ICB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: HIRD Provincial Tender Commission, \_\_\_\_\_ Provincial Hokimyat

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:  
*Lot No. \_\_\_\_\_: for construction of 10 individual houses in the massif of \_\_\_\_\_, \_\_\_\_\_ kms from the town/village of \_\_\_\_\_, in \_\_\_\_\_ district of \_\_\_\_\_ province.*
- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of **120 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries [insert the nationality of the Bidder, including that of all parties that comprise the Bidder if the Bidder is a consortium or association, and the nationality of each Subcontractor and Supplier];
- (e) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.3, other than alternative offers submitted in accordance with ITB 13;
- (g) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by ADB, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (h) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB4.5 [*use one of the two options, as appropriate*];
- (i) We agree to permit ADB or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB.

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date (*DD/MM/YYYY*)

## Letter of Price Bid

Bidder's Name: \_\_\_\_\_  
Bidder's Address: \_\_\_\_\_

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

NCB No.: \_\_\_\_\_

Invitation for Bid No.: \_\_\_\_\_

To: HIRD Provincial Tender Commission, \_\_\_\_\_ Provincial Hokimyat

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;

(b) We offer to execute in conformity with the Bidding Documents the following Works:

Lot No. \_\_\_\_\_: for construction of 10 individual houses in the massif of '\_\_\_\_\_', \_\_\_\_\_ kms from the town/village of '\_\_\_\_\_', in '\_\_\_\_\_' district of '\_\_\_\_\_' province.

(c) The total price of our Bid, excluding any discounts offered in item (d) below is:

**UZS** \_\_\_\_\_ [amount in figures] \_\_\_\_\_  
**Uzbek Soum** [amount in words]

(d) The discounts offered and the methodology for their application are:  
\_\_\_\_\_

(e) Our bid shall be valid for a period of **120 days** from the date fixed for the Bid Submission Deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;

(g) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract (*if none has been paid or is to be paid, indicate "none"*).

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____

(h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

(j) We agree to permit ADB or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the ADB; and

(k) If awarded the contract, the person named below shall act as Contractor's Representative:

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

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of:  
\_\_\_\_\_

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

## Bid Security

### Bank Guarantee

Bank's Name: \_\_\_\_\_  
Address of Issuing Branch/Office: \_\_\_\_\_

**Beneficiary [Employer]: "Qishloq Qurilish Invest"**

**Beneficiary Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_ [DD/Month/YYYY]

**Bid Security No.:** \_\_\_\_\_

We have been informed that \_\_\_\_\_ [Name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated \_\_\_\_\_ [DD/Month/YYYY] (hereinafter called "the Bid") in response to Invitation for Bids No: \_\_\_\_\_ ("the IFB"). This bid is for the execution of Lot No. \_\_\_\_\_: for construction of 10 individual houses in the massif of '\_\_\_\_\_', located \_\_\_\_\_ km from the town/village of '\_\_\_\_\_', in the district of '\_\_\_\_\_' and region of '\_\_\_\_\_'. Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we \_\_\_\_\_ [name of Bank, **NOTE: HIRD participating commercial banks (QQB for tranche 1) are not eligible to issue any guarantees for any contract package under the HIRD Program that they finance**], hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **UZS** \_\_\_\_\_ [amount in figures] \_\_\_\_\_ **Uzbek Soum** [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) twentyeight days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_  
**Bank's seal and authorized signature(s)**

# Technical Proposal

## Technical Proposal – Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements for each of the key personnel stated in Section 3 (Evaluation and Qualification Criteria). A summary of relevant experience should also be provided using the Form immediately below for each candidate.

### Form PER – 1: Proposed Key Personnel

1.	Title of position: Project Manager/Foreman of Construction Works
	Name
2.	Title of position: Civil Works/Construction Engineer
	Name
3.	Title of position: Technical Production Specialist
	Name

\*As listed in Section 3 - Evaluation and Qualification Criteria.



Bidders should provide the names of suitably qualified personnel to meet the specified requirements for each of the skilled tradesmen listed in Section 3 (Evaluation and Qualification Criteria), with confirmation of their date of birth, certification, and number of years of experience.

### Form PER – 3: Proposed Skilled Tradesmen

1.	Skilled Trade: Concrete Workers (10)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	2.	Skilled Trade: Bricklayers (8)	Date of Birth	Certified Yes/No
Name:				
Name:				
Name:				
Name:				
Name:				
Name:				
Name:				
Name:				
Name:				

3.	Skilled Trade: Carpenters (4)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
	Name:			
	Name:			
4.	Skilled Trade: Electricians (2)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
5.	Skilled Trade: Plumbers (2)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
6.	Skilled Trade: Plasterers (6)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			

7.	Skilled Trade: Painters (10)	Date of Birth	Certified Yes/No	Experience [Years]
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			
	Name:			

## Technical Proposal – Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section 3 (Evaluation and Qualification Criteria). A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder. The Bidder shall provide all the information requested below, to the extent possible. Fields with asterisk (\*) shall be used for evaluation.

Item of Equipment*		
Equipment Information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current Status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Provide following information for equipment not owned by the Bidder.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

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## **Technical Proposal - Site Organization**

**(Bidder is to describe its Site Organization here)**

## **Technical Proposal - Method Statement**

**(Bidder is to describe its Method Statement here)**

## **Technical Proposal - Mobilization Schedule**

**(Bidder is to describe its Mobilization Schedule here)**

## **Technical Proposal - Construction Schedule**

**(Bidder is to describe its Construction Schedule here)**

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## **Bidder's Qualification**

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

### Form ELI - 1: Bidder's Information Sheet

Bidder's Information	
Bidder's legal name	
In case of JV, legal name of each partner	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<p>Attached are copies of the following original documents.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. In case of single entity, articles of incorporation or constitution of the legal entity named</li> <li><input type="checkbox"/> 2. Authorization to represent the firm or JV named in above, in accordance with ITB 20.2.</li> <li><input type="checkbox"/> 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 4.1.</li> <li><input type="checkbox"/> 4. In case of a government-owned entity, any additional documents not covered under 1</li> </ul>	

## Form ELI - 2: JV Information Sheet

Each member of a JV must fill in this form

JV / Specialist Subcontractor Information	
Bidder's legal name	
JV Partner's or Subcontractor's legal name	
JV Partner's or Subcontractor's country of constitution	
JV Partner's or Subcontractor's year of constitution	
JV Partner's or Subcontractor's legal address in country of constitution	
JV Partner's or Subcontractor's authorized representative information (name, address, telephone numbers, fax numbers, e-mail address)	
<p>Attached are copies of the following original documents.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Articles of incorporation or constitution of the legal entity named above, in accordance with ITB 4.1 and 4.2</li> <li><input type="checkbox"/> 2. Authorization to represent the firm named above, in accordance with ITB 20.2.</li> <li><input type="checkbox"/> 3. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.</li> </ul>	

### Form LIT - 1: Pending Litigation

Each Bidder or member of a JV must fill in this form

Pending Litigation			
<input type="checkbox"/> No pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)			
<input type="checkbox"/> Pending litigation in accordance with Criteria 2.2 of Section 3 (Evaluation and Qualification Criteria)			
Year	Matter in Dispute	Value of Pending Claim in Uzbek Soum	Value of Pending Claim as a Percentage of Net Worth

### Form FIN - 1: Financial Situation

Each Bidder or member of a JV must fill in this form


Financial Data for Previous 3 Years [Uzbek Soum]		
Year 1:	Year 2:	Year 3:

#### Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

#### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions:

- All such documents reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## Form FIN - 2: Average Annual Construction Turnover

Each Bidder or member of a JV must fill in this form

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.

Annual Turnover Data for the Last 3 Years (for Construction only)	
Year	Amount Uzbek Soum
Average Annual Construction Turnover	

### Form FIN - 3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of Financing	Amount (Uzbek Soum)
1.		
2.		
3.		

**Form FIN- 4: Current Contract Commitments / Works in Progress**

Bidders and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Uzbek Soum]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Uzbek Soum /month]
1.					
2.					
3.					
4.					
5.					

**Form EXP – 1: General Construction Experience**

Each Bidder or member of a JV must fill in this form

General Construction Experience				
Starting Month Year	Ending Month Year	Years	Contract Identification and Name Name and Address of Employer Brief Description of the Works Executed by the Bidder	Role of Bidder

## Form EXP - 2(a): Specific Construction Experience

Complete one (1) form per contract.

Contract of Similar Size and Nature		
Contract No. <div style="background-color: yellow; height: 15px; width: 100%;"></div>	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor
	<input type="checkbox"/> Management Contractor	
Total Contract Amount [Uzbek Soum]		
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name, Address, Telephone/Fax Number, E-mail		
Description of the similarity in accordance with Criteria 2.4.2(a) of Section 3		

## Form EXP - 2(b): Specific Construction Experience in Key Activities

Complete one (1) form per Contract with Similar Key Activities

Contract of Similar Key Activities		
Contract No. <div style="background-color: yellow; height: 15px; width: 100%;"></div>	Contract Identification	
Award Date	Completion Date	
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Subcontractor Contractor
	<input type="checkbox"/> Management	
Total Contract Amount [Uzbek Soum]		
If partner in a JV or subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name, Address, Telephone/Fax Number, E-mail		
Description of the key activities in accordance with Criteria 2.4.2(b) of Section 3		

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## Schedules

Bill of Quantities [See Section 6, five separate attachments]