**SECTION 5. TECHNICAL PROPOSAL SUBMISSION FORMS**

**Form A: Technical Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RQ Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of supplies] in accordance with your Request for Proposal No. [Insert RQ Reference Number] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. Is not under procurement prohibition by the Project, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists.
2. Have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Agencies or the European Union the AFD or the World Bank Group or any other International Organization;
3. Have no conflict of interest in accordance with Instruction to Bidders section 2;
4. Do not employ, or anticipate employing, any person(s) who is, or has been a Project Staff Member within the last year.
5. Have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
6. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the AAGVCSS or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the AAGVCSS.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the AAGVCSS. We offer to provide services in conformity with the Bidding Documents, including the AAGVCSS General Conditions of Contract and in accordance with the RQ terms.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should AAGVCSS accept this bid.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

**Form B: Technical Proposal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RQ Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal.

**Bidder’s Qualifications, Capacity and Experience**

* 1. Financial stability
  2. Audit statement
  3. Relevance of specialized knowledge and experience on similar engagements done.

**Vendor Management Controls**

* 1. Brief description including the types of supplies undertaken.
  2. General capability which is likely to affect implementation.
  3. Quality assurance brief procedures and risk mitigation measures.
  4. Bidder’s commitment to sustainability.

**Extent to which any work would be subcontracted**

* 1. If so, provide full details on why would be sub-contracted.
  2. Full information on sub-contractor.
  3. Implementation plan includes time frame.

**SECTION 6. FINANCIAL PROPOSAL SUBMISSION FORM**

**Form C: Financial Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RQ Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of supplies] in accordance with your Request for Quotation No. [Insert RQ Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Price list/proforma invoice is attached includes items and total prices.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

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

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

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

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

[*Stamp with official stamp of the Bidder if*]

**SECTION 7. BIDDER STATEMENT**

Please list only previous similar assignments successfully completed in the last 2 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Email / Website if | | Click or tap here to enter text. | | | |
| Year of Registration if | | Click or tap here to enter text. | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous Relevant Experience: 3 Contracts** | | | | | |
| **Name of Previous Contracts** | **Client & Reference Contact Details including E-mail** | | **Contract Value** | **Period of Activity** | **Types of Activities Undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

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

**Attach applicable copies of the financial statements/balance sheets, including all related notes, and income statements for the years required above complying with the following condition (if):**

* 1. Financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements may be audited by a certified public accountant;
  3. Historic financial statements may correspond to accounting periods already completed and audited.

**Signature of Personnel Date (Day/Month/Year)**

**SECTION 8. A-ELIGIBILITY & STATEMENT OF INTEGRITY**

**BIDDER DECLARATION**

Tick yes to confirm that or no for disclosing situation

| **Yes** | **No** |  |
| --- | --- | --- |
| ☐ | ☐ | **Provisions, Terms and Conditions:**  We have read and fully understand the RFP, including the whole RFP requirements, Instructions, terms of reference and Data sheet.    We confirm that the Bidder agrees to be bound by them. |
| ☐ | ☐ | **Capabilities:**  We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant Contract period. |
| ☐ | ☐ | **Ethics**:  We warrant that the bidder has not entered into any improper, illegal arrangements with any one has not directly or indirectly approached any representative of the Project.  We warrant that the bidder has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Project. |
| ☐ | ☐ | **Transparency:**  We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the AFD/AAGVCSS or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Project. |
| ☐ | ☐ | **Conflict of Interest:**  We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Bid or entering a Contract to deliver the requirements. |
| ☐ | ☐ | **Bankruptcy**:  We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the near future. |
| ☐ | ☐ | **Proposals Validity Period:**  We confirm that this Quote, including the price, remains open for acceptance for the Proposals Validity Period. |
| ☐ | ☐ | **Status Recognition**  We understand and recognize that you are not bound to accept any technical or financial proposals you receive, and here wecertify that. |
| ☐ | ☐ | **Delegation:**  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Supplier Company to make this declaration on its/their behalf. |

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.

[*Stamp with official stamp of the Bidder*]

**SECTION 8. B-SECURITY PERFORMANCE MANAGEMENT**

One of the main reasons we undertake performance management is to mitigate risk. When defining performance objectives, consideration should be given to the risks to be covered. Given that risk usually needs to be balanced against various constraints, like time and cost, it will be unlikely that all risks can be covered thus it is important to focus on the key risks.

Assignments to be completed by the Bidder’s individual experts working privately should submit the Performance Security which shall furnish to the project A Letter of Credit (LOC) and in all events prior to the commencement of the Terms of this Contract.

Such LOC shall be maintained in full force and effect until released by the Project Director’s written determination that Contractor shall have fully performed all of its obligations under this Contract.

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.

[*Stamp with official stamp of the Bidder*]

**SECTION 9. C-STATEMENT OF INTEGRITY**

**APPENDIX 1 – AFD Procurement Guidelines**

**Statement of Integrity, Eligibility and Environmental and Social Responsibility**

**1.** We recognize and accept that Agence Française de Développement ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

**2.** We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganization or being in any analogous situation arising from any similar procedure; 2.2 Having been:

a) convicted, within the past five years by a court decision, which has the force of res judicata in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

c) convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website http://www.worldbank.org/debarr (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

**3.** We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants: a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract; b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.

**4.** If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

**5.** We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

**6.** In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to

(i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a state institution or a State-owned company, or who provides a public service, or

(iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labor standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labor Organization (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorize AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: **…………………………..** in the capacity of **…………………….**

Signature: ………………………………… Date: …………………………………..