**PART II - BIDDER RESPONSE FORM**

**Construction OF roofed water catchment and associates structures in XXX Village ,East Darfur**

Date: 17/01/2021

ITT reference: ALIGHT**/NS/ITT/2021/01**

**Please provide information against each requirement. Completely filling up each requirement will be scored in the Bid Analysis.**

Note: Additional rows can be inserted for all questions as necessary.

**Part II - Section 1 - Bidder’s general business details**

1. General information

|  |
| --- |
| Organisation Name:  |
| Contact Name:  |
| Line Phone(s): Mobile Phone(s): | Fax:  |
| Email(s):  | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  | Type of organisation (corporation, LLC, LTD, partnership, wholly owned subsidiary, etc.): |
| Name(s) of Owner(s) and Date(s) of Birth: |
| Name(s) of Board of Director(s) and Date(s) of Birth |

1. Please provide details of the primary products/services of your organisation:
2. Please list your key employees who would be in involved with the supply of goods/construction works. One employee should be the key point of contact for Alight (i.e. Sales, Construction Supervisor(s), Site supervisors, Finance, etc.):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for the Construction works account** | **telephone number(s)** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least **3** client references with whom you have worked for within the past 3 years for similar project, and whom ALIGHT South Sudan may contact (preferably I/NGOs). **Do not include references within ALIGHT South Sudan**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Part II - Section 2: Bidder capacity**

**Additional rows can be inserted for all questions as necessary.**

1. Detail the qualifications and experience of the key site management and technical personnel proposed for this Contract. The CVs of all the proposed staff shall be attached to the proposal.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Staff name | Staff position currently | Proposed position for this Contract | Qualifications | Years of experience (general industry) | Years of experience in proposed position |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

1. List the Assets/equipment that you will use for this Contract and the ownership (attach pictures of the listed equipment): You can add rows as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Asset type | Make/model | Do you own this equipment? (yes / no) | Quantity | Average age |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. Total annual volume of similar work performed in the last 3 years, in Local currency or USD, as sole prime contractor or management contractor or partner of joint venture association:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year | Location | Project name | Client | Amount of work done in USD. |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. Work performed as prime Contractor or member of a joint venture on works of a similar nature and volume over the last 5 years. The values should be indicated in the same currency used for Item 6 above. Also list details of work under way or committed, including expected completion date.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Project name and country | Name of client and contact person | Type of work performed and year of completion | Agreement date | ExpectedCompletion date | Total Value of Contract | Value of remaining work |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

1. Proposed subcontracts and firms involved. Joint Ventures limited to 3 partners maximum. Subcontracting to transport service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Sections of the Works | Value of subcontract | Subcontractor(name and address) | Experience in similar work |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. If you own your own fleet of vehicles, detail them here:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Vehicle type | Make/model | Quantity | Average age | For use of this Contract? (Y/N) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. Financial reports for the last 3 years: balance sheets, Income statements, cash flow statements, auditors’ reports, etc. List them below and attach copies.

|  |  |
| --- | --- |
| Financial information in NRs. | Actual: Previous three years |
| 3 | 2 | 1 |
| 1. Total assets |  |  |  |
| 2. Current assets |  |  |  |
| 3. Total liabilities |  |  |  |
| 4. Current liabilities |  |  |  |
| 5. Profit before taxes |  |  |  |
| 6. Profit after taxes |  |  |  |

1. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.

|  |  |  |
| --- | --- | --- |
|  | Source of financing | Amount in NRs. |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. Name, address, telephone and facsimile numbers of banks that may provide references if contacted by the Customer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SN | Name | Address | Telephone/fax number | E-mail address |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

1. Information on current litigation in which the Bidder is involved:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Other party(ies) | Cause of dispute | Amount involved |
| 1 |  |  |  |
| 2 |  |  |  |

1. Are you willing to provide a Performance Bond, if requested by Customer, in the event of a contract being awarded? (YES/NO)
2. Can you confirm your company (or any partner or subsidiary or your company) is not involved in or anticipating receivership, voluntary liquidation, or has been declared bankrupt? (YES/NO)
3. What quality standards does your organisation adhere to e.g. ISO?
4. What warranties and guarantees can you offer as part of this contract?
5. How does your company handle problem-solving and servicing of complaints?
6. What are your standard working hours and what after hour services do you provide in the event of an emergency?
7. Detail any benefits or additional services your organisation can offer to our organization as part of the contract:

**Part II - Section 3: Pricing proposal**

1. Please attach your detailed Bill of Quantities (BoQs) along with your quote price for each package and location using the attached Excel form. **Ensure all pages are stamped with company stamp**. *Please refer to the Bill of Quantities (Annex 1).*
2. The bid prices should be in US Dollars and Alight will make payment through account payee cheque or bank transfer to beneficiary account.
3. **If your bid becomes successful, our Organization will notify you in writing. You will have to provide a performance bond equivalent to 10% of the contract value. This bond will have to remain valid until six months after satisfactory completion of the project and successful handover.**
4. Payment terms: **The Contract will be on a lump sum basis and we will likely make a staged payment plan, against the Work Plan with the Contractor(s)**. **There will be no advanced payment**. Payment will not be made to any other party except the named Contractor party on the Contract. Payment will be made in the currency and amount provided on the bid and the Contract. If you are a/the Contractor, is this acceptable? (YES/NO) . If no, explain:

**Part II - Section 4: Confirmation of Bidder’s compliance**

I hereby confirm DECLARE compliance with:

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
| 🞎 | 🞎 | I have carefully read and included all the required documents in Part I & Part II |
| 🞎🞎🞎🞎 | 🞎🞎🞎🞎 | Section 4: “Alight’s Terms and Conditions of Purchase”Section 5: “Alight’s Child Safeguarding policy”Section 6: “Alight’s Anti-Bribery and Corruption policy”Section 7: “The IAPG Code of Conduct” |
| 🞎 | 🞎 | I declare that me (including all members of our joint venture and subcontractors) are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the Project or being proposed as Project Manager for this Contract.  |
| 🞎 | 🞎 | I hereby declare that we are fully eligible and our interest does not conflict to take part in this bidding process and we are not prosecuted by law in any conviction in our professional activities.  |

I confirm that Alight may in its consideration of our offer rely on the statements made herein.

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| --- |
| **Confirmation by the Bidder (Signature and Stamp):** Signature …………………………………………………………………….Name……………………………………………………………………..Job Title……………………………………………………………………..Company……………………………………………………………………...Date…………………………………………………………………….  |