Letter of Bid

*The bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the bidder’s complete name and address.*

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

 IFB No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including Addenda issued in accordance with ITB 8;
2. We offer to execute in conformity with the bidding documents the following works: *Construction of the SWA Vaitele Headquarters (Buildings B and C)*;
3. The total price of our Bidding, excluding any discounts offered in item (d) below is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *insert words and figures;*
4. The discounts offered and the methodology for their application are: \_\_\_\_\_\_\_\_\_\_\_\_\_; *if none state N/A*;

***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 Requirements to which it applies or state none];*

***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 or state not applicable];*

1. Our bid shall be valid for the period of time specified in ITB 18.1, from the date fixed for the bid submission deadline in accordance with ITB 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If price adjustment provisions apply according to the BDS, the prices shall be adjusted accordingly;
3. If our bid is accepted, we commit to obtain a **Performance Security** in accordance with ITB 44.1 and 49.1 for the due performance of the contract;
4. Our firm, including any subcontractors or contractors for any part of the Contract do not have any conflict of interest according to ITB 4.5;
5. Our firm and any associated firm or joint venture party have not been subject to insolvency or bankruptcy or receivership or liquidation proceedings during the immediate past twelve (12) months;
6. Our firm, its affiliates or subsidiaries—including any subcontractors or contractors for any part of the contract—has not been declared ineligible by the Government of Samoa or the procuring entity under the laws of the Independent State of Samoa;
7. We are not participating, as a bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.6 other than for alternative offers permitted under ITB 13 of the bidding documents;
8. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Recipient |  | Address |  | Reason |  | Amount |
|  |   |   |  |   |  |   |
|  |   |   |  |   |  |   |

1. Our firm, and its principals including any director, officer, manager or supervisor, currently and in the past three years, have not committed criminal offenses involving fraud, corruption or other misconduct signifying unsuitability for participation in any way in the procurement and contracting process;
2. Our firm, and its principals including any director, officer, manager or supervisor, currently and in the past three years, have not been suspended or disbarred by administrative or judicial proceedings from participating in procurements, whether in Samoa or elsewhere;
3. We certify that we are in good standing with the Government and have paid all taxes, duties, fees and other impositions as may be levied in Samoa prior to the award of contract. We also understand evidence of such certification may be required from the successful bidder prior to award of contract;
4. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall not constitute a binding contract between us, until a formal contract is prepared and executed;
5. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
6. We understand that you are not bound to accept the lowest responsive bid or any other bid that you may receive. We understand that the procuring entity may cancel a procurement at any time prior to the acceptance of the successful bid or after the successful bid is accepted if
	1. the bidder presenting the bid is suspended or debarred;
	2. the procurement is cancelled;
	3. the bidder presenting the successful bid is excluded on the grounds of corruption, unfair competition or conflict of interest; or
	4. the procurement, the bid or the bidder contravenes or is otherwise not compliant with the provisions of the laws of the Independent State of Samoa.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *insert signature of person whose name and capacity are shown below*

In the capacity of \_\_\_\_\_\_\_ *insert legal capacity of person signing the Bid Submission Form*

Name: \_\_\_\_\_\_\_\_\_\_\_\_ *insert complete name of person signing the Bid Submission Form*

Duly authorised to sign the bid for and on behalf of: \_\_\_\_\_ *insert complete name of bidder*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *insert date of signing*

**Table B. Foreign Currency**

**State type:** ....................... *If the bidder wishes to quote in more than one foreign currency, this table should be repeated for each foreign currency*.

| **Index code** | **Index description** | **Source of index** | **Base value and date** | **Bidder’s related source currency in type/amount** | **Equivalent in FC1** | **Bidder’s proposed weighting** |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1. Non-adjustable
 | **—** | **—** | **—** |  | **A: \*****B:** **C:** **D:**  |
|  |  |  |  | **Total** |  | **1.00** |

*\* To be entered by the procuring entity*

**Table C. Summary of Payment Currencies**

**For** ……………………….. *Insert name of Section of the works*

Separate tables may be required if the various sections of the works (or of the Bill of Quantities) will have substantially different foreign and SAT$ requirements. The procuring entity should insert the names of each Section of the works.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of payment currency** | **A****Amount of currency** | **B****Rate of exchange****(local currency per unit of foreign)** | **C****SAT$ equivalent****C = A x B** | **D****Percentage of Net Bid Price (NBP)****100xC****NBP** |
| **SAT$** |  | **1.00** |  |  |
| **Foreign currency #1** |  |  |  |  |
| **Foreign currency #2** |  |  |  |  |
| **Foreign currency #** |  |  |  |  |
| **Net Bid Price** |  |  |  | **100.00** |
| **Provisional sums expressed in SAT$** | 1. To be entered by the procuring entity
 |  | To be entered by the procuring entity |  |
| **BID PRICE** |  |  |  |  |

**Pri**ce **Schedule**

Contract Name: ***Construction of the Samoa Water Authority Vaitele Headquarters (Re-Tender)***

Contract No.: *SWA-U39W/2023*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
|   | 19034W SWA HQ Project |   |   |   |
|   | **Summary Description** |  |  | **Prices in Tala (VAGST inclusive)** |
| **1** | **PRELIMINARY & GENERAL** |
| 1.01 | Mobilization & Site setup | 1 | Sum |   |
| 1.02 | Site Office & Amenities | 1 | Sum |   |
| 1.03 | Project/Contracts Manager, Site Manager, Main Foreman and Site Security. Allow for fulltime Site Manager on site. | 1 | Sum |   |
| 1.04 | Project Insurances. | 1 | Sum |   |
| 1.05 | Health & Safety, Traffic Management, local compliance. | 1 | Sum |   |
| 1.06 | Allowance for temporary utility fees (water, power etc.) | 1 | Sum |   |
| 1.07 | Maintenance Manual & As built Drawings in Cad format and hardcopy. | 1 | Sum |   |
| 1.08 | Attendance to Defects Inspection | 1 | Sum |   |
| 1.09 | Site Cleanup. Allow for specialist Cleaning Company to clean existing buildings & addition prior to handover | 1 | Sum |   |
| 1.10 | Demobilization | 1 | Sum |   |
| **2** | **SITE WORKS**  |
| 2.01 | Demolish & remove existing buildings - complete with foundations as specified and cart of site | 1 | Sum |   |
| 2.02 | Remove existing fencing, trees, roots, rock pi;es, existing sign boards other SWA consulmable materials | 1 | Sum |   |
| 2.03 | Site Clearance & Platform grading, cut, imported fill & compaction including batters. | 1 | Sum |   |
| 2.04 | New Drive way and car parks including kerbs, channels and car park lining marks | 1 | Sum |   |
| 2.05 | New fencing with gates | 1 | Sum |   |
| 2.06 | 10,000L poly tanks, concrete tanks, spoon drains, v-drains all as drawn and specified | 1 | Sum |   |
| 2.07 | Soakage pits, drainage pits, and all stormwater drainages | 1 | Sum |   |
| 2.08 | New Generator shelter including foundations, walls and roofing | 1 | Sum |   |
| 2.09 | Site Electrical services | 1 | Sum |   |
| 2.10 | Landscaping incl. of all works noted in the Landscaping drawings. | 1 | Sum |   |
| 2.11 | Septic Tank and absorption field. | 1 | Sum |   |
| **3** | **BUILDING B** |
| 3.01 | Foundation, excavation and compacted fill as drawn and specififed. | 1 | Sum |   |
| 3.02 | Foundation & Slab Concrete and Reinforcement incl. DPM as drawn and specified | 1 | Sum |   |
| 3.03 | Concrete - shear walls, pilasters, suspended beams, roof beams, front façade concrete beams, suspended floor slabs, stairs and stairwells, all drawn and dpecified. | 1 | Sum |   |
| 3.04 | Structural steel - Columns, beams, portal frames with all associated connections all drawn and specififed. | 1 | Sum |   |
| 3.05 | CMU Block Work, Reinforcement and mortar fill | 1 | Sum |   |
| 3.06 | Roof Framing: trusses, purlins and ceiling framing incl. fixings and bracing straps  | 1 | Sum |   |
| 3.07 | Wall Framing - Timber framing to internal and external  | 1 | Sum |   |
| 3.08 | Roof Sheeting, capping & flashings incl. insulation and wire nettings with fixings | 1 | Sum |   |
| 3.09 | Gutters & Downpipes  | 1 | Sum |   |
| 3.10 | Metal Works - spiral stairs, balustrades, hand rails as drawn and specified. | 1 | Sum |   |
| 3.11 | Bathroom accessories - grabrails, dispensors, towel rails, mirrors as specified | 1 | Sum |   |
| 3.12 | Signage  | 1 | Sum |   |
| 3.13 | Timber Joinery incl. trims, kitchenettes, vanity bench, work benches, reception counters, desks, door hardware all as drawn and specified. | 1 | Sum |   |
| 3.14 | Ceiling Lining for internal and external including , rondo grid systems and linings | 1 | Sum |   |
| 3.15 | Aluminium Joinery incl. glass, glazed windows, louvers, doors, stacker door all as drawn and specified. | 1 | Sum |   |
| 3.16 | Office space partitions | 1 | Sum |   |
| 3.17 | Front façade alucabond lining | 1 | Sum |   |
| 3.18 | Proprietary toilet partitons | 1 | Sum |   |
| 3.19 | Specialist Finishes - waterproofing, solid plastering, stop. | 1 | Sum |   |
| 3.20 | Painting - external, internal, structural steel | 1 | Sum |   |
| 3.21 | Tiling - wall, floors | 1 | Sum |   |
| 4 | **BUILDING C** |
| 4.01 | Foundation, excavation and compacted fill as drawn and specififed. | 1 | Sum |   |
| 4.02 | Foundation & Slab Concrete and Reinforcement, termite spraying incl. DPM as drawn and specified | 1 | Sum |   |
| 4.03 | Structural steel - Columns, beams, portal frame, mezzanines with all associated connections all drawn and specififed. | 1 | Sum |   |
| 4.04 | CMU Block Work, Reinforcement and mortar fill | 1 | Sum |   |
| 4.05 | Roof Framing: trusses, purlins and ceiling framing incl. fixings and bracing straps  | 1 | Sum |   |
| 4.06 | Wall Framing - Timber framing to internal and external + insulation to walls. | 1 | Sum |   |
| 4.07 | Roof Sheeting, capping & flashings incl. insulation and wire nettings with fixings. Also to line walls with roof lining. | 1 | Sum |   |
| 4.08 | Gutters & Downpipes  | 1 | Sum |   |
| 4.09 | Metal Works - fence wall & gates, roller shutter door | 1 | Sum |   |
| 4.10 | Bathroom accessories - grabrails, dispensors, towel rails, mirrors as specified | 1 | Sum |   |
| 4.11 | Signage  | 1 | Sum |   |
| 4.12 | Timber Joinery incl. trims, kitchenettes, vanity bench, work benches, reception counters, desks, door hardware all as drawn and specified. | 1 | Sum |   |
| 4.13 | Ceiling Lining to mezzanine | 1 | Sum |   |
| 4.14 | Aluminium Joinery incl. glass, glazed windows, louvers, doors, all as drawn and specified. | 1 | Sum |   |
| 4.15 | Proprietary toilet partitons | 1 | Sum |   |
| 4.16 | Specialist Finishes - waterproofing, solid plastering, stop. | 1 | Sum |   |
| 4.17 | Painting - external, internal, structural steel | 1 | Sum |   |
| 4.18 | Tiling - wall, floors | 1 | Sum |   |
| 4.19 | Epoxy floor finish | 1 | Sum |   |
| **5** | **SERVICES & OTHERS** |
| 5.01 | Electrical services incl. Site and Buildings, MSB & Fixtures, earthing as drawn and specified | 1 | Sum |   |
| 5.02 | Mechanical/AC system as drawn and specified | 1 | Sum |   |
| 5.03 | Plumbing and hydraulic services as drawn and specified | 1 | Sum |   |
| 5.04 | Fire Protection as drawn and specified | 1 | Sum |   |
| 5.05 | Sound including commissioning on site by Contractor’s sound installer. | 1 | Sum |   |
| 5.06 | Data/Telecom | 1 | Sum |   |
| 5.07 | EPC Tansformer Upgrade | 1 | Sum |   |
| 5.08 | Landscaping incl. of all works noted in the Landscaping drawings. | 1 | Sum |   |
|  | **Total Works Sum (A)** |  |  |  **$ -**  |

 |

**Schedule of Daywork Rates: 1. Labour**

|  |  |  |
| --- | --- | --- |
| **Trade** | **Unit** | **Rate (ST$)** |
| Demolisher | Hr |  $ -  |
| Concretor | Hr |  $ -  |
| Block Layer  | m2 |  $ -  |
| Block Layer  | Hr |  $ -  |
| Foreman | Hr |  $ -  |
| Carpenter | Hr |  $ -  |
| Reinforcement fixer | Hr |  $ -  |
| Labourer | Hr |  $ -  |
| Electrician | Hr |  $ -  |
| Painter | Hr |  $ -  |
| Plumber | Hr |  $ -  |
| Stopper/Fixer | Hr |  $ -  |
| Tiler. | m2 |  $ -  |

**Schedule of Daywork Rates: 2. Materials**

|  |  |  |
| --- | --- | --- |
| **Item** | **Unit** | **Rate (ST$)** |
| Preliminary & General (per week) | week |  $ -  |
| Excavation and replacement of unsuitable material, rippable rock and cart away | m3 |  $ -  |
| Excavation and removal of rock (un-rippable rock) including cart away | m3 |  $ -  |
| Rockbreaking | m3 |  $ -  |
| 20 ton Excavator | Hr |  $ -  |
| Roller | Hr |  $ -  |
| Dump Truck, 7-10cum | Hr |  $ -  |
| 150mm Imported granular hardfill material (Supply, placement and compaction) | m3 |  $ -  |
| Backfill of free drain material (Labor and equipment only) | m3 |  $ -  |
| 25mm thick sand blind (supply and placement) | m3 |  $ -  |
| 35 Mpa concrete | m3 |  $ -  |
| 25 Mpa concrete | m3 |  $ -  |
| 20 Mpa concrete | m3 |  $ -  |
| HD12 - HD20 Reinforcement (supply & install) | tonne |  $ -  |
| HD16 - Reinforcement (Supply & Install) | tonne |   |
| 663 Reinforcing mesh (supply and install) | m2 |  $ -  |
| Formwork | m2 |  $ -  |
| Expansion joint flexible material as specified | m |  $ -  |
| Cutting concrete | m |  $ -  |
| Rockfilled soakpit (complete) | m3 |  $ -  |
| 200 series Reinforced Blockwork ( including reo & corefill)  | m2 |  $ -  |
| 150 series Reinforced Blockwork ( including reo & corefill) | m2 |  $ -  |
| Painting - External Painting( Incl. Materials) | m2 |  $ -  |
| Painting - Internal Painting( Incl. Materials) | m2 |  $ -  |
| Tinted concrete sealer | m2 |  $ -  |
| Chainlink Fence - 1m high | m |  $ -  |
| Concrete Kerb | m |  $ -  |
| Concrete spoon drain | m |  $ -  |
| Vanguard 1830 x 100mm rubber wheel stops including fixings (M12 x150 Chemset achored) as per manufacturer specification | No |  $ -  |
| 50mm Galvanized pipe frame fence including with clipped ends and 50mm Gauge fabric/chainlink | m2 |  $ -  |
| Apply Bitubond tanking membrane single layer | m2 |  $ -  |
| Apply 8" wide construction joint flashing  | m |  $ -  |
| 150 dia drain perforated pipe | m |  $ -  |
| Reinforced Concrete Class 3 Spun 375mm dia stormwater pipes | m |  $ -  |
| Excavation, formwork, reinforcing steel and concrete to form 450mm wide concrete spoon drain | m |  $ -  |
| Apply Peter FellTinted sealer finish (supply and install) | m2 |  $ -  |
| Type F1 as specified exterior LED car park/play court light mounted on 6.0 meter round galvanised pole. (Electrical) | No |  $ -  |
| Battering Rock Material 1:3 | m2 |  $ -  |
| Durasound Wondoor RELOCATION, width reduced to suit new location | No |  $ -  |
| Demolition | Hr |  $ -  |
| Concrete Steps, 300 Tread, 180 Riser | m3 |  $ -  |
| 645mm Wide Concrete Planter, 150nn Thick Walls | m3 |  $ -  |
| 400x400 Concrete Footing | m3 |  $ -  |
| Concrete Pad Foundation | m3 |  $ -  |
| 370x370 Concrete Columns to match existing | m3 |  $ -  |
| 300x200 Concrete Verandah Columns | m3 |  $ -  |
| 6mm Villaboard Lining inc Timber Battens | m2 |  $ -  |
| 600x200 Concrete Ring Beam to Match Existing | m3 |  $ -  |
| 300x400 Concrete Verandah Beam | m3 |  $ -  |
| Sissalation Foil Wrap | m2 |  $ -  |
| Wire Netting / Chicken Mesh | m2 |  $ -  |
| 0.55 Colorbond Trimdek Roofing to match existing | m2 |  $ -  |
| 0.55 Colorbond Barge Flashing | m |  $ -  |
| 0.55 Colorbond Ridge Flashing | m |  $ -  |
| Custom Colorbond Gutter to match existing | m |  $ -  |
| 100mm PVC Downpipe (fixed to Column) | m |  $ -  |
| Fibre Cement Weatherboard Cladding, Axon Scyon or similar | m2 |  $ -  |
| Aluminium Grilled Air Vent | No |  $ -  |
| 250x25 Timber Fascia Board to match existing | m |  $ -  |
| H3.2 Timber Pavillion Railing | m2 |  $ -  |
| 90x90 Pavilion Timber Post w/ Simpson Bracket @ Base | m |  $ -  |
| Timber Trusses @900mm cntrs, 140x45 top/bottom chords 90x45 webs | No |  $ -  |
| Ceiling Insulation R2.9 | m2 |  $ -  |
| 150x50x6 SHS | m |  $ -  |
| 75x75x6 SHS | m |  $ -  |
| 140x45 Timber Soffit Ceiling Joists | m |  $ -  |
| 140x45 Timber Purlin | m |  $ -  |
| 90x45 Timber Purlin | m |  $ -  |
| 140x45 Timber Rafter | m |  $ -  |
| Cyclone Roof Strap Brace | m |  $ -  |
| 350x113 Nail on Plates | No |  $ -  |
| Damp Proof Membrane | m2 |  $ -  |
| AP65 Backfill Material | m3 |  $ -  |
| Thermakraft Building Wrap | m2 |  $ -  |
| H3 Timber Trim/Cornice | m |  $ -  |
| Sika Flexible Sealant | m |  $ -  |
| H3.1 Timber Scotia w/ paint finish | m |  $ -  |
| Fale Control Panel | No |  $ -  |
| Impact Force 2 LED 5000 L1200 L840 or Equal | No |  $ -  |
| CF140 White 3 Bladed Commercial Ceiling Fan. C/W 150mm Downrod | No |  $ -  |
| 6'' Coaxial In-Ceiling Loudspeaker w/ 32watt 70/100V transformer | No |  $ -  |
| Round Surface Mounted External Light - Thorn Leopard 1x28W, White/Clear | No |  $ -  |
| 150 Diameter Stormwater Pipe in Trench | m |  $ -  |
| 10A Two-Way Light Switch | No |  $ -  |
| 10A Weatherproof Switch Socket | No |  $ -  |
| Fan Speed Controller | No |  $ -  |
| Aluminium Glazed Stacker Door w/ Silver Pearl Anodised Finish | No |  $ -  |

**Daywork Summary**

|  |  |  |
| --- | --- | --- |
|  | *Amount*\**(SAT$)* | *% Foreign* |
| 1. Total for Daywork: Labour
 |  |  |
| 1. Total for Daywork: Materials
 |  |  |
| **Total for Daywork (Provisional Sum)****(carried forward to Bid Summary, p. )** |  |  |
| *\* The procuring entity should insert local currency unit.* |

|  |
| --- |
| **Notes:**\* For evaluation purposes, Provisional Sum, other than Daywork will be excludediii) The above rates to be inclusive of overheads, Profits and VAGST.iv) The above rates are to be used for pricing / valuing of any variation works.v) Notes and percentages shown below are applicable for items which are not listed in table above.For all materials, equipment and labor not shown in the table above, the Contractor is required to submit their Variation Price Request (VPR) together with all supporting documents (supplier invoices, supplier pro forma, supplier quotes) to Contract Administrator and Quantitiy Surveyor for assessment prior to approval of any VPR during Construction Stage. |

**Activity Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item no.*** | ***Description*** | ***Unit*** | ***Amount*** |
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| Form of Bid Security (Bank Guarantee) |

*The Bank shall fill in this Bank Guarantee in accordance with the instructions indicated.*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Name and Address of procuring entity*

***Indicate here if this guarantee is for an alternative bid and, if so, identify the details of the alternative bid, if applicable.***

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

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *name of the bidder* ("bidder") has submitted to you its bid dated *insert date* ("bid") for the execution of *name of contract* under for IFB No. *reference no*.

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*, as Guarantor, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *amount in figures, 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:

* + 1. has materially modified or withdrawn its bid during the period of bid validity specified by the bidder in the Bid Submission Form; or
		2. does not accept a correction of errors; or
		3. having been notified of the acceptance of its bid by the procuring entity during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to bidders.

This guarantee will expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the contract signed by the bidder and the performance security issued to you upon the instruction of the bidder; or (b) if the bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the bidder that the contract with the successful bidder has been executed; or (ii) twenty-eight (28) days after the expiration of the validity 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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature(s)

Equipment

**Form EQU**

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 III, Evaluation and Qualification Criteria. A separate form shall be prepared, using Bidding Forms EQ-1 that follows, for each item of equipment listed or for alternative equipment proposed by the bidder. For all items of equipment, the bidder should demonstrate ownership or reasonable access to all items of plant and equipment from reputable rental or leasing companies.

A summary list of key equipment should be produced. A satisfactory rating will require clear demarcation of equipment per work team identified in the Site Organisation plan in order to meet the proposed functions, tasks and output of that work team as per the proposed Construction Schedule.

|  |
| --- |
| **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**[ ]  **Owned** [ ]  **Rented** [ ]  **Leased** [ ]  **Specially manufactured** |

Omit the following information for equipment 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:**   |

Personnel Resourcing

**Form PER -1****: Proposed Personnel**

Bidders should provide the names of suitably qualified personnel to meet the specified requirements stated in Section III. The data on their experience should be supplied using the Form below for each candidate.

The data on their experience should be supplied, using Form PER-2 that also follows, **for each candidate.** The procuring entity reserves the right to check submitted personnel experience. Additionally, bidders are advised that changes to proposed personnel for key positions in Form PER-1 prior to commencement of the Contract will not be permitted. **Each personnel listed in PER-2 must sign and date his/her resume.**

|  |  |
| --- | --- |
| **1.** | **Title of position\*:**   |
| **Name:**   |
| **2.** | **Title of position\*:**   |
| **Name:**   |
| **3.** | **Title of position\*:**   |
| **Name:**   |
| **4.** | **Title of position\*:**   |
| **Name:**   |

*\*As listed in Section III.*

**Form PER-2: Resume of Proposed Personnel**

|  |
| --- |
| **Name of bidder:**   |
| **Position:**   |
| **Personnel information** | **Name:**   | **Date of birth:**   |
| **Professional qualifications:**   |
| **Present employment** | **Name of Employer:**   |
| **Address of Employer:**   |
| **Telephone:**   | **Contact (manager / personnel officer):**   |
| **Fax:**   | **E-mail:**   |
| **Job title:**   | **Years with present procuring entity:**   |

Summarize professional experience over the last *procuring entity to insert number of years up to a maximum of* 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
|  |  |
| Name |  |
|  |  |
| Signature | Date |

Bidder’s Qualification

To establish its qualifications to perform the Contract in accordance with **Section III - Evaluation and Qualification Criteria**, the bidder shall provide the information requested in the corresponding Bid Information Sheets included hereunder.

**Form ELI-1.1: Bidder Information Form**

|  |  |
| --- | --- |
| Date: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |
| --- |
| **Bidder’s name:**   |
| **In case of Joint Venture (JV), name of each member:**   |
| **Bidder’s actual or intended country of registration:** *Indicate Country of Constitution* |
| **Bidder’s actual or intended year of incorporation:**   |
| **Bidder’s Legal address (in country of registration):**   |
| **Bidder’s authorized representative information**Name: Address: Telephone/Fax numbers: Email address:  |
| * + - 1. **Attached are copies of original documents of**

[ ]  Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITB Sub-Clause 4.2[ ]  In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1[ ]  In case of a foreign government-owned enterprises and public body from Samoa, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.9 of the bidding documents.* + - 1. **Included are the organisational chart, a list of Board of Directors, and the beneficial ownership**
 |

**Form ELI-1.2: Bidder's JV Information Form**

***To be completed for each member of Bidder’s JV***

|  |  |
| --- | --- |
| Date: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |
| --- |
| **Bidder’s JV name:**   |
| **JV member’s name:**   |
| **JV member’s country of registration:**   |
| **JV member’s year of constitution:**   |
| **JV member’s legal address in country of constitution:**   |
| **JV Members authorised representative information**Name: Address: Telephone/Fax numbers: Email address:  |
| * + - 1. **Attached are copies of original documents of**

[ ]  Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB Sub-Clause 4.4.[ ]  In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1[ ]  In case of a foreign government-owned enterprises and a public body from Samoa, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.9 of the bidding documents.* + - 1. **Included are the organisational chart, a list of Board of Directors, and the beneficial ownership**
 |

**Form CON– 2: Historical Contract Non-Performance, Pending Litigation and Litigation History**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| JV Member’s Name: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |
| --- |
| **Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria** |
| [ ]  Contract non-performance did not occur during the stipulated period, in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.2.1[ ]  Contract(s) not performed during the stipulated period, in accordance with Section III, Evaluation and Qualification Criteria, requirement 2.2.1 |
| **Year** | **Non-performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, SAT$ equivalent)** |
| Insert year | Insert amount and percentage | Contract identification: *indicate complete contract name/number, and any other identification*Name of Employer: *Insert full name*Address of Employer: *Insert street/city/country*Reason(s) for non-performance: *indicate main reason(s)* | Insert amount |

|  |
| --- |
| **Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria** |
| [ ]  There is no pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.2.2[ ]  There is pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2. 2.3 as indicated below. |
| **Year of dispute** | **Amount in dispute (currency)** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
|  |  | Contract Identification: \_\_\_\_\_\_\_\_\_Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_Address of Employer: \_\_\_\_\_\_\_\_\_\_Matter in dispute: \_\_\_\_\_\_\_\_\_\_\_\_\_Party who initiated the dispute: \_\_Status of dispute: *\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
|  |  | Contract Identification: \_\_\_\_\_\_\_\_\_Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_Address of Employer: \_\_\_\_\_\_\_\_\_\_Matter in dispute: \_\_\_\_\_\_\_\_\_\_\_\_\_Party who initiated the dispute: \_\_Status of dispute: *\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |

|  |
| --- |
| **Litigation History in accordance with Section III, Evaluation and Qualification Criteria** |
| [ ]  No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.2.3.[ ]  Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.2.2 as indicated below. |
| **Year of award** | **Outcome as percentage of Net Worth** | **Contract Identification** | **Total Contract Amount (currency), USD Equivalent (exchange rate)** |
| Insert year | Insert percentage | Contract Identification: *indicate complete contract name, number, and any other identification*Name of Employer: *insert full name*Address of Employer: *insert street/city/country*Matter in dispute: *indicate main issues in dispute*Party who initiated the dispute: *indicate “Employer” or “services provider”*Reason(s) for Litigation and award decision: *indicate main reason(s)* |  |

**Form FIN– 3.1: Financial Situation and Performance**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| JV Member’s Name: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

**1. Financial data**

|  |  |
| --- | --- |
| **Types of Financial information in SAT$ equivalent** | **Historic information for previous** \_\_\_\_\_\_\_\_\_\_\_ *years,*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(amount in SAT$ equivalent in 000s)** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Statement of Financial Position (Information from Balance Sheet)** |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |  |
| Total Equity/Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |  |
| Working Capital (WC) |  |  |  |  |  |
| **Information from Income Statement** |
| Total Revenue  |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |  |
| **Cash Flow Information** |
| Cash Flow from Operating Activities |  |  |  |  |  |

*\*Refer to ITB Clause 15 for the exchange rate*

**2. Sources of Finance**

Specify sources of finance to meet the cash flow requirements on general services currently in progress and for future contract commitments.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of finance** | **Amount (SAT$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**3. Financial documents**

The Bidder and its parties shall provide copies of financial statements for *\_\_\_\_\_\_\_\_\_\_\_* years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 2.3.3. The financial statements shall:

(a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

[ ]  Attached are copies of financial statements[[1]](#footnote-1) for the *\_\_\_\_\_\_\_\_\_\_\_\_* years required above; and complying with the requirements

**Form FIN–3.2: Average Annual Construction Turnover**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| JV Member’s Name: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |
| --- |
| **Annual turnover data (Construction only)** |
| **Year** | **Amount****Currency** | **Exchange rate** | **SAT$ equivalent** |
| *indicate year* | *insert amount and indicate currency* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Average Annual Construction Turnover \* |  |  |  |

*\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.2.*

**Form FIN – 3.3: 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 specified in Section III, Evaluation and Qualification Criteria plus the Total Current Cash Flow Requirement from Current Contract Commitments as calculated below.

**Calculation of Financing Requirement for this Contract:**

|  |  |
| --- | --- |
| **Cash Flow Requirement** | **Amount (SAT$ equivalent)** |
| 1. Construction Cash Flow requirement for subject contract (from Section III, Sub Section 2.3.3) | $ *enter amount* |
| 2. Total Current Cash Flow Requirement from Current Contract Commitments (from Bidding Form CCC) | $ *enter amount* |
| **TOTAL FINANCIAL RESOURCES REQUIRED FOR THIS CONTRACT** | **$*****enter amount*** |

|  |
| --- |
| **Financial Resources** |
| **No.** | **Source of financing** | **Amount (SAT$ equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  |  |  |

**Form FIN – 3.4: Current Contract Commitments / Works in Progress**

Bidders and each member 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****Current SAT$ Equivalent** | **Estimated Completion Date** | **Average Monthly Invoicing Over Last Six MonthsSAT$/month** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  |  |  |  |  |  |

**Form EXP-4.1:** **General Construction Experience**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| JV Member’s Name: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |  |  |  |
| --- | --- | --- | --- |
| **Starting** | **Ending Year** | **Contact Identification** | **Role of Bidder** |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Brief Description of the general services performed by theBidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Amount of Contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Brief Description of the general services performed by theBidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Amount of Contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |
|  |  | Contract name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Brief Description of the general services performed by theBidder: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Amount of Contract: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name of Employer: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |

*\* List calendar year for years with contracts with at least nine (9) months activity per year starting with the earliest year.*

**Form EXP-4.2(a)****:Specific Construction and Contract Management Experience**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| JV Member’s Name: |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

|  |  |
| --- | --- |
| **Similar Contract No.** | **Information** |
| Contract Identification: |  |
| Award date: |  |
| Completion date: |  |
| Role of Contract: | Prime services provider [ ]  | Member in JV [ ]  | Management services provider[ ]  | Sub-services provider [ ]  |
| Total Contract Amount: | SAT$ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| If member in a JV or sub-services provider, specify participation in total Contract Amount: | SAT$ *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| Employers Name: |  |
| Address: |  |
| Telephone/fax number: |  |
| E-mail: |  |

**Form EXP - 4.2(a) (cont.): Specific Construction and Contract Management Experience (cont.)**

|  |  |
| --- | --- |
| **Similar Contract No.** | **Information** |
| Description of the similarity in accordance with Sub-Factor 2.4.2(a) of Section III: |
| * + - 1. Amount:
 |  |
| * + - 1. Physical size of required work items:
 |  |
| * + - 1. Complexity:
 |  |
| * + - 1. Methods/Technology:
 |  |
| * + - 1. Construction Rate of key activities:
 |  |
| * + - 1. Other Characteristics:
 |  |

**Form EXP - 4.2(b):** **General Services Experience in Key Activities**

|  |  |
| --- | --- |
| Bidder’s Name: |  |
| Date: |  |
| Bidder’s JV Member’s Name: |  |
| Sub-Contractor’s name[[2]](#footnote-2) (as per ITB Clause 34): |  |
| Ref No. and title: |  |
| Page: |  | of |  | pages |

*All Sub-contractors for key activities must complete the information in this form as per ITB Clause 34 and Section III, Evaluation and Qualification Criteria.*

**1. Key Activity No One: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |
| --- | --- |
|  | **Information** |
| Contract Identification: |  |
| Award date: |  |
| Completion date: |  |
| Role in Contract: | Prime services provider [ ]  | Member in JV [ ]  | Management services provider[ ]  | Sub-services provider [ ]  |
| Total Contract Amount: | SAT$***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract(i) | Percentage participation(ii) | Actual Quantity Performed(i) x (ii) |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |
| Year 4 |  |  |  |
| Employer’s Name: |  |
| Address: |  |
| Telephone/fax number: |  |
| E-mail: |  |

|  |  |
| --- | --- |
|  | **Information** |
| Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. If the most recent set of financial statements is for a period earlier than 12 months from the date of Bid, the reason for this should be justified. [↑](#footnote-ref-1)
2. If applicable [↑](#footnote-ref-2)