**Tender Forms:**

**Construction of Transmission Mains (PWMP-12)**

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.*  ***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.*** |

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

Bidding No.: PWMP-12

Invitation for Bid No.: PWMP-12

To:

**Head of Contract and Procurement Department**

AWSC Aswan Company for Water and Sanitation

Gabel Tagog

Aswan

Egypt

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8;
2. We offer to execute in conformity with the Bidding Documents the following Works: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
3. The total price of our Bid, is in the “Financial Offer” and contains the priced BoQ that was included in the bidding documents;
4. The discounts offered and the methodology for their application are stated in the Financial Offer;
5. Our bid shall be valid for a period of \_\_\_\_\_\_\_\_ *[insert validity period as specified in ITB 18.1.]* 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;
6. If price adjustment provisions apply, the Table(s) of Adjustment Data shall be considered part of this Bid;[[1]](#footnote-1)
7. If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document;
8. Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries;
9. 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;
10. 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;
11. Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by the Financing Institution, under the project location’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
12. We are not a government owned entity / We are a government owned entity but meet the requirements of ITB 4.5;[[2]](#footnote-2)
13. We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:***[[3]](#footnote-3)***

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

1. 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;
2. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
3. 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: |  |

Form of Bid Security (Bank Guarantee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]

**Beneficiary:** Aswan Water and Sanitation Company Office in Gabal Tagog *[Name and Address of* Employer*]*

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

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

We have been informed that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated \_\_\_\_\_\_\_\_\_\_\_ (hereinafter called "the Bid") for the execution of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of contract]* under Invitation for Bids No. \_\_\_\_\_\_\_\_\_\_\_ (“the IFB”).

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]* 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:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) 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 Form, if required, 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 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) twenty-eight 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. 758.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature(s)]

Form ofBid Security (Bid Bond)

BOND NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety],* **authorized to transact business in** *[name of project location’s country],* as Surety (hereinafter called “the Surety”), are held and firmly bound unto *Aswan Water and Sanitation Company* as Obligee (hereinafter called “the Employer”) in the sum of *[amount of Bond][[4]](#footnote-4) [amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Employer dated the \_\_\_ day of \_\_\_\_\_\_, 20\_\_, for the construction of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

1. withdraws its Bid during the period of bid validity specified in the Form of Bid; or
2. 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 Form, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Employer up to the above amount upon receipt of the Employer’s first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Invitation to Bid or extended by the Employer at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surety: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Corporate Seal (where appropriate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(Signature) (Signature)*

(Printed name and title) (Printed name and title)

Bidder’s Declaration

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the pertinent Guidelines.

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the Arab Republic of Egypt.

........................................................... .................................................

Place, date Bidder

Power of Attorney

*The Bidder must submit evidence of authorization for the person(s) signing on behalf of the Bidder according to ITB 20.2. For example, the company registration confirming legally authorized signatories; or the written/signed authorization by the owner to the person signing the bidding documents.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Bidder’s Qualification

To establish its qualifications to perform the contract in accordance with Section III (Suitability and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder as well as the documents requested in Section III - Suitability and Qualification Criteria.

Form A - Bidder Information Sheet

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

Bidding No.: PWMP-12

Invitation for Bid No.: PWMP-12

|  |
| --- |
| 1. Bidder’s Legal Name |
| 2. In case of JV, legal name of each party: NOT APPLICABLE |
| 3. Bidder’s actual or intended Country of Registration: |
| 4. Bidder’s Year of Registration: |
| 5. Bidder’s Legal Address in Country of Registration: |
| 6. Bidder’s Authorized Representative Information  Name:  Address:  Telephone/Fax numbers:  Email Address: |
| 7. Subcontractors (add additional lines for additional subcontractors):  Subcontractor 1 Name & Address:  Share of the bid price:  Work / tasks:  Subcontractor 2 Name & Address:  Share of the bid price:  Work / tasks:  Total subcontractors’ share of the bid price: |
| 8. Further information:  Number of years in business:  Number of years of experience in Egypt:  Number of years of experience with international donors:  Total Number of Employees:  Total Number of Personnel as Full-Time Equivalent:  Number of Managers:  Number of Engineers:  Number of Technicians:  Number of Financial Staff:  Number of Support Staff: |
| 9. Attached are copies of original documents of:   * Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. * In case of government owned entity from the *project location’s country*, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5. * Certificate for paid taxes, duties and contributions * Letter of intents for each of the subcontractors stating that in case the Bidder will be awarded the contract, the subcontractor will be available and willing to undertake the prescribed services. |

Form B - Attachments to Form A

*Add excerpt from commercial registry and all other documents required in Form A*

* *Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.*
* *In case of government owned entity from the project location’s country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITB Sub-Clause 4.5.*
* *Certificate for paid taxes, duties and contributions*
* *Letter of intents for each of the subcontractors stating that in case the Bidder will be awarded the contract, the subcontractor will be available and willing to undertake the prescribed services.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Form C - Quality Certification

*Add Certificate ISO 9001 or a description of the quality management system described on 1 page A4*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Form D - Proof of Classification

*Add proof of classification*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Form E - Technical Ability

*The following project references of the Bidder have to fulfil the minimum requirements as stated in Section III.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

#### **Reference No. 1**

|  |  |
| --- | --- |
| Project Title |  |
| Client Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| Date / Period (from / to) |  |
| Current status |  |
| Name / Function of Lead Firm  Names / Functions of sub-contractors / other firms |  |
| Contract Value in EGP (exchange rate / date) |  |
| Share Lead Contractor/ Supplier  Share Sub-Contractors/ Sub-Suppliers | ....................... % of Contract Value  ....................... % of Contract Value |
| **Project** Location    Objectives    Description |  |
| List of Tasks provided |  |

#### **Reference No. 2**

|  |  |
| --- | --- |
| Project Title |  |
| Client Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| Date / Period (from / to) |  |
| Current status |  |
| Name / Function of Lead Firm  Names / Functions of sub-contractors / other firms |  |
| Contract Value in EGP (exchange rate / date) |  |
| Share Lead Contractor/ Supplier  Share Sub-Contractors/ Sub-Suppliers | ....................... % of Contract Value  ....................... % of Contract Value |
| **Project** Location    Objectives    Description |  |
| List of Tasks provided |  |

#### **Reference No. 3**

|  |  |
| --- | --- |
| Project Title |  |
| Client Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| Date / Period (from / to) |  |
| Current status |  |
| Name / Function of Lead Firm  Names / Functions of sub-contractors / other firms |  |
| Contract Value in EGP (exchange rate / date) |  |
| Share Lead Contractor/ Supplier  Share Sub-Contractors/ Sub-Suppliers | ....................... % of Contract Value  ....................... % of Contract Value |
| **Project** Location    Objectives    Description |  |
| List of Tasks provided |  |

Form F - Financial Capacity

|  |  |
| --- | --- |
| Date: |  |

Name of Bidder:

To:

Aswan Water and Sanitation Company, Gabal Tagog – Aswan, Arab Republic of Egypt

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial Information** | **Information for previous three (3) years (EGP)** | | | |
| 2022 | 2023 | 2024 | Average |
| **Total Turnover** |  |  |  |  |

❑ Attached are copies of audited / confirmed financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

(a) Must reflect the financial situation of the Tenderer and not sister companies

(b) Historic financial statements have to be audited by a certified accountant or confirmed by the State Tax Authority.

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

(d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Form G - Quality of Equipment, Guarantees, etc.

*The Bidder may add or delete additional rows in the table below as needed.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

**List and Specifications of Materials, Equipment and Suppliers**

| **Equipment / Material** | **Manufacturer / Supplier Contact Person / Phone** | **Type / Size / Capacity** | **Material Quality / Corrosion Protection** | **Norms and Standards** | **Guarantees Offered** |
| --- | --- | --- | --- | --- | --- |
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available test results, certification, technical data sheets, norms, classifications, etc. **are attached separately**

Form H - Key-Staff and Task Assignment

**List of Key-Staff and Task Assignment**

| Function | Name /  Education | Firm /  Position in the firm | License (Registration in Egyptian Engineering Syndicate) | Years of Experience | Tasks / Responsibilities | Staff days home office | Staff days on site/ field |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contractor's Representative (Civil Engineer): |  |  |  |  |  |  |  |
| Site & installation manager 1 (Senior Resident Civil Engineer 1 with at least 10 years experience): |  |  |  |  |  |  | *(100% on-site presence required)* |
| Site & installation manager 2 (Senior Resident Civil Engineer 2 with at least 5 years experience): |  |  |  |  |  |  | *(100% on-site presence required)* |
| Senior Mechanical Engineer:  (at least 10 years experience) |  |  |  |  |  |  |  |
| Quality Control Engineer: (at least 10 years experience) |  |  |  |  |  |  |  |
| HSE officer with OSHA certificate |  |  |  |  |  |  | *(daily inspection on site)* |
| Designer (workshop / as-built drawings) |  |  |  |  |  |  |  |
|  |  |  |  |  | ***Total staff days*** |  |  |

CVs of key-staff are attached separately

Form I - Curriculum Vitae

*All key-staff as defined in Form H must submit the CV in the format below.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

# **Curriculum vitae**

**Proposed role in the project:**

**Category:**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**
5. **Civil status:**
6. **Education:**

|  |  |
| --- | --- |
| Institution  [Date from – Date to] | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |
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|  |  |
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1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
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1. **Membership** **of professional bodies:**
2. **Other skills:** (e.g. Computer literacy, etc.)
3. **Present position:**
4. **Years within the firm:**
5. **Key qualifications:** (Relevant to the assignment)
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from – Date to |
|  |  |
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1. **Professional experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from – Date to | Location | Company | Position | Description |
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1. **Other relevant information (e.g., Publications)**

Form J - Project References

*Specify 3 reference projects over the past 5 years for the key-staff specified. It is allowed to specify references, for which the key-staff has been responsible during previous work engagements, i.e. under previous employers.*

*The following form shall be copied in order to account for all key-staff.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

#### *position in project*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First name | : |  |  | Surname | : |  |
| Firm / company | : |  |  |  |  |  |
| Position in company | : |  |  |  |  |  |
| Experience within position | : | years |  |  |  |  |

**CV attached**

|  |  |
| --- | --- |
| **Project Title (1)** |  |
| **Client** Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| **Date / Period** (from / to) |  |
| Current status |  |
| **Contract Value in CHF** (exchange rate / date) |  |
| **Project** Objectives    Brief Description |  |
| **Key-Staff** Function  Tasks |  |
| What were the analogies of the reference project to the present project? |  |

|  |  |
| --- | --- |
| **Project Title (2)** |  |
| **Client** Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| **Date / Period** (from / to) |  |
| Current status |  |
| **Contract Value in CHF** (exchange rate / date) |  |
| **Project** Objectives    Brief Description |  |
| **Key-Staff** Function  Tasks |  |
| What were the analogies of the reference project to the present project? |  |

|  |  |
| --- | --- |
| **Project Title (3)** |  |
| **Client** Name  Address  Contact Person  (incl. phone # and e-mail) |  |
| **Date / Period** (from / to) |  |
| Current status |  |
| **Contract Value in CHF** (exchange rate / date) |  |
| **Project** Objectives    Brief Description |  |
| **Key-Staff** Function  Tasks |  |
| What were the analogies of the reference project to the present project? |  |

Form K - List of Deviations

*The below list can be used in accordance with BDS 13.4. Additional rows can be added to the table, if needed.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference to BoQ item | Deviation (description & justification) | Unit | Qty | Change in Unit Price (EGP) | Change in Total Amount (EGP) |
|  |  |  |  |  |  |
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Form L - Time Schedule with Milestones

*The Contractor must prepare a detailed time schedule as part of the bid. The time schedule must contain completion milestones (such as for excavation, delivery of goods, civil construction, water cut & installation, testing, finishing, handover inspection / acceptance, guarantee period).*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Form M - Organizational Chart

*The Contractor must prepare an organizational chart of the project with all relevant stakeholders and including the bidder’s organization of his team off and on the construction sites.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

Form N - Description of Organization

*The Contractor must prepare a detailed description of how the individual staff is contributing to the successful implementation of the project by e.g. ensuring all required documentation is on site, delivering adequate construction quality, fulfill health and safety requirements, how testing is organized, etc.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

1. Include if price adjustment provisions apply in the Contract in accordance with PCC Sub-Clause **13.8 Adjustments for Changes in Cost**. [↑](#footnote-ref-1)
2. Use one of the two options as appropriate. [↑](#footnote-ref-2)
3. If none has been paid or is to be paid, indicate “none”. [↑](#footnote-ref-3)
4. The sum of the two coefficients Ac and Bc should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the nonadjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other nonadjustable components. The sum of the adjustments for each currency are added to the Contract Price. [To be transferred to the User Guide] [↑](#footnote-ref-4)