

# **VOLUME 1**

## **SECTION 4**

### ***FORMS 4.6.1 TO 9 TECHNICAL QUALIFICATIONS***



# VOLUME 1

## SECTION 4

### FORM 4.6.1.1 OVERVIEW OF THE TENDERER'S STAFF

#### i - Overview

- a - Directors and management .....
- b - Administrative staff .....
- c - Technical staff
  - Engineers .....
  - Surveyors .....
  - Foremen .....
  - Mechanics .....
  - Technicians .....
  - Machine operators .....
  - Drivers .....
  - Other skilled staff .....
  - Labourers and unskilled staff .....

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Total .....

#### ii - Site operatives to be employed on the contract (if relevant)

- a - Site management .....
- b - Administrative staff .....
- c - Technical staff
  - Engineers .....
  - Surveyors .....
  - Foremen .....
  - Mechanics .....
  - Technicians .....
  - Machine operators .....
  - Drivers .....
  - Other skilled staff .....
  - Labourers and unskilled staff .....

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Total .....

Signature .....  
(person(s) authorised to sign on behalf of the tenderer)

Date .....

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### FORM 4.6.1.2

#### STAFF TO BE EMPLOYED ON THE CONTRACT

Position/Name	Nationality	Age	Education	Years of experience (with the company/in construction)	Major works for which responsible (project/value)
<b>Project Manager/Site Manager</b>				/	
<b>Electrical Engineer</b>				/	
<b>Mechanical Engineer</b>				/	
<b>Others responsible for</b> ..... ..... ..... .....				/	

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date.....

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### FORM 4.6.1.3

#### PROFESSIONAL EXPERIENCE OF KEY STAFF

#### CURRICULUM VITAE

(Maximum 3 pages + 3 pages of annexes)

Proposed position in the contract:

1. Surname:
2. Name:
3. Date and place of birth:
4. Nationality:
5. Civil status:
- Address (phone/fax/e-mail):
6. Education:

<i>Institutions:</i>	
<i>Date:</i>	
<i>From (month/year)</i>	
<i>To (month/year)</i>	
<i>Degree or qualification:</i>	

7. Language skills

Indicate on a scale of 1 to 5 (1 — excellent; 5 — basic):

<i>Language</i>	<i>Level</i>	<i>Passive</i>	<i>Spoken</i>	<i>Written</i>
	<i>Mother tongue</i>			

8. Membership of professional bodies:
9. Other skills (c.g. computer literacy):
10. Current position:
11. Years of professional experience:
12. Key qualifications:
13. Specific experience in non-industrialised countries:

<i>Country</i>	<i>Date: from (month/year) to (month/year)</i>	<i>Name and brief description of the project</i>

14. Professional experience:

Date: from (month/year) to (month/year)	
Place	
Company/organisation	
Position	
Job description	

15. Others:

15a. Publications and seminars:

15b. References:

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date.....

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**FORM 4.6.2**

## PLANT

Plant proposed and available for implementation of the contract<sup>1</sup>[illegible]

<sup>1</sup> Not all the plant owned by the company.



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### FORM 4.6.3

#### WORK PLAN AND PROGRAMME

- 4.6.3.1 State the proposed location of your main office on the site, stations (steel/concrete/asphalt structures), warehouses, laboratories, accommodation, etc. (sketches to be attached as required).
- 4.6.3.2 Give a brief outline of your programme for completing the works in accordance with the required method of construction and stated time of completion.
- 4.6.3.3 Attach a critical milestone bar chart (schedule of execution) representing the construction programme and detailing relevant activities, dates, allocation of labour and plant resources, etc.
- 4.6.3.4 If the tenderer plans to subcontract part of the works, he must provide the following details:

Work intended to be subcontracted	Name and details of subcontractors	Value of subcontracting as percentage of the total cost of the project	Experience in similar work (details to be specified)

Signature .....

(person(s) authorised to sign on behalf of the tenderer)

Date .....

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### FORM 4.6.4

#### EXPERIENCE AS CONTRACTOR

**4.6.4.1** List of contracts of similar nature and scale performed during the past 5 years (as required by Contract Notice and ITT article 12.2)

Name of project/type of works	Total value of works the Contractor was responsible for <sup>2</sup>	Period of contract	Start date	Percentage of works completed	Contracting authority and place	Prime contractor (P) or subcontractor (S)	Final acceptance issued? - Yes - Not yet (current contracts) - No
<i>A) In home country</i>							

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Name of project/type of works	Total value of works the Contractor was responsible for <sup>2</sup>	Period of contract	Start date	Percentage of works completed	Contracting authority and place	Prime contractor (P) or subcontractor (S)	Final acceptance issued? - Yes - Not yet (current contracts) - No
<b>B) Abroad</b>							

4.6.4.2<sup>3</sup> Please attach here available references and certificates from the relevant Contracting Authorities

Signature .....

(person(s) authorised to sign on behalf of the tenderer)

Date .....

<sup>2</sup> Amounts actually paid, without the effect of inflation.

<sup>3</sup> Please see point 4 in Instructions to Tenders if documentary evidence/proof is needed.

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### FORM 4.6.5

#### DATA ON JOINT VENTURES

- 4.6.5.1** Name .....
- 4.6.5.2** Managing board's address .....  
.....  
Telex .....  
Telephone .....Fax.....E-mail.....
- 4.6.5.3** Agency in the state of the Contracting Authority, if any (for joint ventures/consortia with a foreign lead member )  
Office address .....  
.....  
Telex .....  
Telephone .....Fax.....
- 4.6.5.4** Names of members  
i) .....  
ii) .....  
iii) .....  
Etc. ....
- 4.6.5.5** Name of lead member  
.....  
.....
- 4.6.5.6** Agreement governing the formation of the joint venture/consortium  
i) Date of signature: .....  
ii) Place: .....  
iii) Enclosure — joint venture/consortium agreement
- 4.6.5.7** Proposed division of responsibilities between members (in %) with an indication of the type of work to be performed by each  
.....  
.....  
.....  
.....  
.....

Signature: .....  
(person(s) authorised to sign on behalf of the tenderer)

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### FORM 4.6.6

#### LITIGATION HISTORY

Please provide information on any history of litigation or arbitration resulting from contracts executed during the last 5 years or currently under execution.

A separate sheet should be used for each partner of a joint venture/consortium.

Year	Ruling FOR or AGAINST tenderer	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value in euro or NC)

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date .....

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### FORM 4.6.7

#### QUALITY ASSURANCE SYSTEM(S)

Please provide details of the quality assurance system(s) you propose using to ensure successful completion of the works.

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date .....

2013.1

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### FORM 4.6.8

#### ACCOMMODATION FOR THE SUPERVISOR

Please attach sketches and data detailing the accommodation and facilities intended to be provided by the tenderer under the relevant items in the bill of quantities/breakdown of the overall price.

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date .....

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### FORM 4.6.9

#### FURTHER INFORMATION

Tenderers may add here any further information that they deem useful for the evaluation of their tenders.

Signature .....

*(person(s) authorised to sign on behalf of the tenderer)*

Date .....



