ANNEX 3

Forms

**Form A**

BID SUBMISSION FORM

Procurement to provide

**Form B**

QUALIFICATION FORM

INCLUDING VENDOR INFORMATION SHEET

Procurement to provide

**Form C**

BIDDER PRELIMINARY CONSTRUCTION SCHEDULE

AND METHOD STATEMENT

1. Bidders shall submit a preliminary construction schedule and an outline statement of methods to ensure the good and timely implementation of the works.
2. Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, including obtaining all required authorizations from local authorities. The bidder shall submit their bid on the basis of an assurance that the works can be completed by the time for Completion identified in the Contract. The successful bidder will be expected to complete the Works within ***5 months*** from the contract commencement date.
3. The preliminary construction schedule and outline statement of methods shall be prepared in sufficient detail to enable IOM to adequately evaluate the planned execution, staging and allocation of resources for the works. It shall also include and/or be accompanied by:
   1. A Program narrative (method statement) that describes how works including incorporation of the works of their subcontractors and nominated sub-contractors (if any) will be carried out from taking over of site on to works completion including quality management; health & safety; and environmental issues.
   2. A Gantt chart for the execution of the works clearly showing the earliest start/earliest finish and latest start/latest finish times for each activity.

If a bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme.

We hereby certify that a feasible preliminary construction schedule and method statement has been submitted for use in the execution of the contract.

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

Contractors authorized signature over printed name

**Form D**

KEY SUPERVISORY STAFF SCHEDULE

*(to be assigned for the proposed project)*

Note to bidders: Bidders shall set out below:

1. The key personnel that the bidder proposes to assign to the execution of the works;
2. The qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;

|  | Position | Name of Proposed Staff | Qualifications | Years of relevant exp. | Years of exp. in the proposed position |
| --- | --- | --- | --- | --- | --- |
| 1 | Project Manager |  |  |  |  |
| 2 | Health, Safety & Environment Project Officer |  |  |  |  |
| Project Site 1 | | | | | |
| 3 | Site Engineer |  |  |  |  |
| 4 | Lead Foreman |  |  |  |  |
| Project Site 2 | | | | | |
| 5 | Site Engineer |  |  |  |  |
| 6 | Lead Foreman |  |  |  |  |

We hereby certify that the above key supervisory staff is available for use in the execution of the contract.

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

Contractors authorized signature over printed name

**Form E**

EQUIPMENT SCHEDULE

*(to be used for the proposed project)*

The contractor should present a list of the following major equipment for carrying out the works.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Item of Equipment** | **Quantity** | **Description, Make and Age** | **Condition (New, Good, Poor)** | **Indicate form of access to equipment (Owned, leased, to be leased)** |
| 1 | 7 Ton Tipper Truck | 1 |  |  |  |
| 2 | Pneumatic Concrete Vibrator | 1 |  |  |  |
| 3 | Concrete Mixer | 1 |  |  |  |
| 4 | Plate Compactor | 1 |  |  |  |
| 5 | Generator with full welding, grinding and drills equipment. | 1 |  |  |  |

IOM reserves the right to conduct site visits to verify that all the proposed equipment exists and are in good working condition

We hereby certify that the above plant and equipment are available for use in the execution of the contract.

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

Contractors authorized signature over printed name

**Form F**

PLANS AND SPECIFICATIONS DECLARATION FORM

**Annex 1 – Terms of Reference contains 6 Annexes:**

The General Specifications are to be used with reference to the following documents:

1. Design Drawings
2. Guideline for Standards on Workmanship and Materials
3. ECRP IOM Project Health and Safety Management Plan (HSMP)
4. ECRP IOM Quality Management Plan (QMP)
5. ECRP Environmental and Social Management Plan (C-ESMP)
6. ECRP Labour Management Procedure (extract from ESMP)

We hereby declare that, in addition to the Contractor’s general quality, health, safety, social and environment obligations described in the General Conditions and Special Provisions of the Construction Agreement, we shall comply with the ECRP quality, health, safety, social and environment requirements, policies, procedures, and guidelines annexed to the Contract as Annexes C, D, E and F in the Terms of Reference.

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

Contractors authorized signature over printed name

**Form G**

SCOPE OF WORK AND PICTURES FOR REHABILITATION