BIDDING FORMS

Forms for Key Personnel

**INFORMATION ON PROPOSED KEY TECHNICAL STAFF FOR THE PROJECT**

**Form – 1a**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Proposed position** | **Qualifications** | **General Work**  **Experience (years)** | **Experience in Similar Works**  **(years)** | **Duration of commitment for this position** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Form – 1b: CV of Proposed Personnel

The bidder shall provide all the information requested below.

|  |  |  |
| --- | --- | --- |
| **Position** | | |
| **Personnel Information** | Name | Date of birth |
|  | Professional qualifications | |
|  | Academic qualifications | |
| **Present Employment** | Name of Employer | |
|  | Address of Employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present Employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Project** | **Role** | **Duration in Involvement** | **Relevance Experience** |
| *[Date, Month and Year]* | *[Date, Month and Year]* | *[main project details]* | *[role and responsibilities on the project]* | *[time in role i.e. Months and Years]* | *[describe the experience relevant to this position]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Declaration**

I, the undersigned *[insert name of “Key Personnel”]*, certify that to the best of my knowledge and belief, the information in reference to my data contained in the Forms for Key Personnel correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the bid:

|  |  |
| --- | --- |
| **Commitment** | **Details** |
| **Commitment to duration of contract:** | *[insert period (start and end dates) for which this Contractor’s Key Personnel is available to work on this contract]* |

I understand that any misrepresentation or omission in this Form may:

1. Be taken into consideration during bid evaluation;
2. Result in my disqualification from participating in the procurement process.

**Name of Key Personnel: [*insert name*]**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (day, month, year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Countersignature of authorized representative of the Bidder:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (day month year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forms for Equipment

The bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment required for the works:

FORM 2

|  |  |  |
| --- | --- | --- |
| Type 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  o Owned  o Rented  o Leased  o Specially manufactured  (Attach evidence of ownership, lease or hire in the form of registration books, agreements or memoranda or purchaser order) | |

The following information shall be provided only for equipment not owned by the Bidder.

**FORM 3A**

|  |  |  |
| --- | --- | --- |
| 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.  (Attach evidence of lease or hire in the form of registration books, agreements or memoranda or purchaser order) | |
|  |  | |
|  |  | |

Form 3

Bidder Information Sheet

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

Procurement Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| 1. Bidder’s Name[[1]](#footnote-1): |
| 2. Bidder’s Country of Registration / Incorporation[[2]](#footnote-2): |
| 3. Bidder’s Year of Registration / Incorporation[[3]](#footnote-3): |
| 4. Bidder’s Address in Country of Registration / Incorporation[[4]](#footnote-4): |
| 5. Bidder’s Authorized Representative Information  Name:  Address:  Telephone/Fax numbers:  Email Address: |
| . Attached are copies of original documents of:   Certificate of Incorporation or Registration of firm named in 1, above.   In case of JV / Consortium / Association, the JV / Consortium / Association Agreement   In case of government owned entity from the Procuring and Disposing Entity’s country, documents establishing legal and financial autonomy and compliance with the principles of commercial law. |

Form 4

Historical Contract Non-Performance

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Performing Contracts | | | |
|  | | | |
| Year | Outcome as Percent of Total Assets | Contract Identification | Total Contract Amount |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matter in dispute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_ |

**Form 5**

Pending Litigation

|  |  |  |  |
| --- | --- | --- | --- |
| Pending Litigation | | | |
| **Year** | **Outcome as Percent of Total Assets** | **Contract Identification** | **Total Contract Amount** |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:  Name of Employer:  Address of Employer:  Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:  Name of Employer:  Address of Employer:  Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:  Name of Employer:  Address of Employer:  Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |

Form 6

Current Contract Commitments / Works in Progress

*[The following table shall be filled in for the Bidder, each member of a Joint Venture / Consortium /Association]*

Bidder’s Name: *[insert full name]*Date: *[insert day, month, year]*Joint Venture / Consortium / Association Member’s Name: *[insert* *full name]*Proc. Reference No: *[insert Reference Number]*

*[*Bidders and each partner to a JV/ Consortium / Association 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of contract | Employer, contact address/tel/fax | Value of outstanding work | Estimated completion date | Average monthly invoicing over last six months (UGX /month) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| etc. |  |  |  |  |

FORM 7

Financial Situation

**Historical Financial Performance**

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association Partner Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by the Bidder and, if JV/ Consortium / Association, by each partner

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial information in UGX equivalent | Historic information for previous \_\_\_\_\_\_ (\_\_) years  (UGX equivalent in 000s) | | | | |
|  | 2019/2020 | 2020/2021 | 2021/2022 | Avg. | Avg. Ratio |
| Information from Balance Sheet | | | | | |
| Total Assets (TA) |  |  |  |  |  |
| Total Liabilities (TL) |  |  |  |  |
| Net Worth (NW) |  |  |  |  |  |
| Current Assets (CA) |  |  |  |  |  |
| Current Liabilities (CL) |  |  |  |  |
| Information from Income Statement | | | | | |
| Total Revenue (TR) |  |  |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |  |
|  | | | | | |

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

* Must reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies
* Historic financial statements must be audited by a certified accountant
* Historic financial statements must be complete, including all notes to the financial statements
* Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Form 8

Average Annual Turnover

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV/ Consortium / Association Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Annual turnover data (construction only) | | |
| Year | Amount and Currency | UGX equivalent |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Average Annual Construction Turnover | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in Section III, Sub-Factor 6.2.5, divided by that same number of years.

Form 9

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 indicated in Section 3: Evaluation Methodology and Criteria.

|  |  |
| --- | --- |
| Source of financing | Amount (UGX equivalent) |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

FORM 10

Experience

**General Experience**

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV/ Consortium / Association Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Starting Month / Year** | **Ending Month / Year** | **Years\*** | **Contract Identification** | **Role of Bidder** |
| --- | --- | --- | --- | --- |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ |  | Contract name:  Brief Description of the Works performed by the Bidder:  Name of Employer:  Address:  Employer referee and contact | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ |  | Contract name:  Brief Description of the Works performed by the Bidder:  Name of Employer:  Address:  Employer referee and contact | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ |  | Contract name:  Brief Description of the Works performed by the Bidder:  Name of Employer:  Address:  Employer referee and contact | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ |  | Contract name:  Brief Description of the Works performed by the Bidder:  Name of Employer:  Address:  Employer referee and contact | \_\_\_\_\_\_\_\_\_ |

\*List calendar year for years with contracts with at least nine (3) months activity per year starting with the earliest year

Form 11

Specific Experience (Earth Retaining structures)

Bidder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association Partner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procurement Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Similar Contract Number: \_\_\_ *[insert specific number]* of \_\_\_*[insert total number of contracts* required.** | **Information** | | |
| --- | --- | --- | --- |
| Contract Identification | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Award date  Completion date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | | |
| Role in Contract | Contractor | Management Contractor | Subcontractor |
| Total contract amount | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | UGX\_\_\_\_\_\_\_\_\_\_ |
| If partner in a JV or subcontractor, specify participation of total contract amount | \_\_\_\_\_\_\_\_\_\_% | \_\_\_\_\_\_\_\_\_\_\_\_\_ | UGX\_\_\_\_\_\_\_ |
| Employer’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Address:  Telephone/fax number:  E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Description of the similarity |  | | |
| Amount | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Physical size | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Complexity | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Methods/Technology | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Physical Production Rate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Description of the key activities performed |  | | |
|  |  | | |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

We, the undersigned, declare that the information contained in and attached to these forms is true and accurate as of the date of bid submission:

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of authorized person signing the Qualification Form]*

Duly authorised to sign the Qualification Form for and on behalf of: *[insert complete name of Bidder or name of Joint Venture/ Consortium / Association]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert day / month / year of signing]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)