



Palestinian National Authority
Ministry of Public Works and Housing
General Directorate of Central Tenders



AGENZIA ITALIANA
PER LA COOPERAZIONE
ALLO SVILUPPO

Italian Agency for
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Jerusalem Office

BUILDINGS REHABILITATION IN 'AL NADA NEIGHBORHOOD

VOLUME 4 – Bidding Forms



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Section XI. Bidding Forms

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1.a - Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> ☐ Filled form of Legal Entity. ☐ Articles of Incorporation or Registration of firm named in 1, above. ☐ In case of JV, letter of intent to form JV or JV agreement. ☐ In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with commercial law.



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1.b - Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Part year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> ☐ Filled form of Legal Entity. ☐ Articles of Incorporation or Registration of firm named in 2, above. ☐ In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with commercial law.



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2 - Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

One signed form must be supplied (for each lot, if the tender procedure is divided into lots), together with the number of copies specified in the Instruction to Tenderers. The form must include a signed declaration using the annexed format from each legal entity making the application. Any additional documentation (brochure, letter, etc.) sent with the form will not be taken into consideration. Applications being submitted by a consortium (i.e. either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of bidding process]*

Submitted by: *[insert complete name of Bidder]*

	<i>Name(s) of tenderer(s)</i>	<i>Nationality</i>
<i>Leader</i>		
<i>Member</i>		
<i>Etc ...</i>		

To: *[insert complete name of Contracting Authority]*

We, the undersigned, declare that:

- (a) We have examined and accept in full the content of the dossier for invitation to tender No _____ of _____ *[date]*. We hereby accept its provisions in their entirety, without reservation or restriction.



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- (b) We offer to execute, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction, the following works:
- LOT 1: <description>
 - LOT 2: <description>
 - LOT ..: <description>
- (c) The total price of our Bid is:
- for LOT 1: *[insert the total bid price for Lot 1 in words and figures, indicating the various amounts and the respective currencies]*.
- for LOT 2: *[insert the total bid price for Lot 2 in words and figures, indicating the various amounts and the respective currencies]*.
- for LOT ...: *[insert the total bid price for Lot in words and figures, indicating the various amounts and the respective currencies]*.
- (d) We note that the Contracting Authority is not bound to proceed with this tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.
- (e) Our bid shall be valid for the period of time specified in ITT, from the date fixed for the bid submission deadline in accordance with ITT, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITT and GCC Clause 18 for the due performance of the Contract;
- (g) We, including any Subcontractors or Suppliers for any part of the contract, have nationality from eligible countries *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each Subcontractor and Supplier]*.
- (h) We are making this tender in our own right *[as member in the consortium led by < name of the leader >]* *[ourselves]*. We confirm that we are not tendering for the same contract in any other form.
- or:
- We confirm, as a member in the consortium, that all members are jointly and severally liable by law for the execution of the contract, that the lead member is authorised to bind, and receive instructions for and on behalf of, each member, that the execution of the contract, including payments, is the responsibility of the lead member, and that all members in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's execution.
- (i) We are not in any of the situations excluding us from participating in contracts which are listed in ITT and BDS. In the event that our tender is successful, we undertake, if required, to provide the proof



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usual under the law of the country in which we are established that we do not fall into these exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also understand that if we fail to provide this proof within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

- (j) Our Company, its affiliates or subsidiaries—including any Subcontractors or Suppliers for any part of the contract—has not been declared ineligible in accordance with ITT and BDS;
- (k) We agree to abide by the “Eligibility Criteria, Ethical Clauses, Contract General principles” of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation in that respect with other tenderers or other parties in the tender procedure at the time of the submission of this application.
- (l) We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other Contracts.
- (m) We fully recognise and accept that we may be excluded from tender procedures and contracts for a maximum period of 5 years from the date on which the infringement is established and up to 10 years in the event of a repeat offence within the 5 years of the above-mentioned date. Furthermore, we acknowledge that, should we make false declarations or commit substantial errors, irregularities or fraud, we will also be subject to financial penalties representing 2 % to 10 % of the total estimated value of the contract being awarded. This rate may be increased to 4 % to 20 % in the event of a repeat offence within 5 years of the first infringement.
- (n) We are aware that, for the purposes of safeguarding the financial interests of the Communities, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the Anti-Fraud Office.
- (o) 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



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_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate "none.")

- (k) 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.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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 authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

This tender includes the following annexes:

- Declaration of Eligibility Form
- Declaration of honour on exclusion criteria and selection criteria
- Questionnaire
- Bill of Quantities
- Detailed Breakdown of Prices
- Basic Prices for Labour, Materials and Equipments
- Detailed breakdown of site costs (Fc)
- Detailed breakdown of the general costs (Fg)
- Manufacturer's Authorization (if any Good is requested)
- Bid Security (Bank Guarantee)



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2.1 - Declaration of Eligibility Form

As part of its tender, each legal entity, including every consortium member, must submit a signed declaration using the following format.

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of bidding process]*

To: *[insert complete name of Contracting Authority]*

We *<Name(s) of legal entity or entities>* hereby declare that we:

- Are submitting this tender *<on an individual basis / as member of the consortium led by < name of the leader / ourselves >* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member — including leader — in a consortium or as an individual Candidate);
- Are not in any of the situations excluding us from participating in contracts which are listed in the “Eligibility Criteria, Ethical Clauses, Contract General principles”:
 - They are in the conditions as referred to in the Italian Legislative Decree 11.06.2011, n. 159 (“Antimafia”). Italian tenderers/offerees must provide the evidence thereof by the “certificato antimafia”, issued by the competent Italian authorities. Non-Italian tenderers/offerees must provide equivalent certificates, if issuable under their respective national law.
 - They are bankrupt, or being wound up, or are having their affairs administered by the courts, or have entered into an arrangement with creditors, or have suspended their business activities, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
 - They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations.
 - They or their directors or partners have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata.
 - They are guilty of grave professional misconduct proven by any means which the contracting authority can justify.
 - They have not fulfilled obligations related to the payment of social security contributions in accordance with the legal provisions of the country where they are established.
 - They have not fulfilled obligations related to the payment of taxes in accordance with the legal provisions of the country where they are established.
 - They are guilty of serious misrepresentation in supplying the information required by AICS as a



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condition of participation in a tender procedure or contract.

- They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with AICS or another contract financed with Italian funds.
- agree to abide by the ethics clauses in “Eligibility Criteria, Ethical Clauses, Contract General Principles” and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender;
- will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during implementation of the tasks;
- fully understand and accept that we may be excluded from tender procedures and contracts, in accordance with Section 2.3.4 of the Practical Guide to contract procedures for EU external actions, for a maximum period of 5 years from the date on which the infringement is established and up to 10 years in the event of a repeated offence within 5 years of the above-mentioned date. Furthermore, we understand that, should we make false declarations, commit substantial errors, irregularities or fraud, we shall also be subject to financial penalties representing 2 % to 10 % of the total estimated value of the contract being awarded. This rate may be increased to 4 % to 20 % in the event of a repeat offence within five years of the first infringement;
- are aware that, for the purposes of safeguarding the financial interests of the EU, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative of the legal entity >

< Name and position of authorised representative of the legal entity >



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2.2 - Declaration on honour on exclusion criteria and selection criteria

As part of its tender, each legal entity, including every consortium member, must submit a signed declaration using the following format.

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of bidding process]

To: [insert complete name of Contracting Authority]

The undersigned [insert name of the signatory of this form], representing:

(only for natural persons) himself or herself	(only for legal persons) the following legal person:
ID or passport number:	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:

(1) declares whether the above-mentioned person is in one of the following situations or not:		
SITUATION OF EXCLUSION CONCERNING THE PERSON	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	☐	☐
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	☐	☐



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(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	☐	☐
(ii) entering into agreement with other persons with the aim of distorting competition;	☐	☐
(iii) violating intellectual property rights;	☐	☐
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	☐	☐
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	☐	☐
(d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	☐	☐
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	☐	☐
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	☐	☐
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	☐	☐
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	☐	☐
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	☐	☐
(vi) They are in the conditions as referred to in the Italian Legislative Decrees 6.9.2011, n. 159 and 15.11.2012, n. 218 ('Antimafia);	☐	☐



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(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	☐	☐
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	☐	☐
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	☐	☐

(2) declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:		
SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	☐	☐
Situation (d) above (fraud, corruption or other criminal offence)	☐	☐
Situation (e) above (significant deficiencies in performance of a contract)	☐	☐
Situation (f) above (irregularity)	☐	☐



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(3) declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:			
SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	YES	NO	N/A
Situation (a) above (bankruptcy)	☐	☐	☐
Situation (b) above (breach in payment of taxes or social security contributions)	☐	☐	☐

(4) declares whether the above-mentioned person is in one of the following situations or not:		
GROUND FOR REJECTION FROM THIS PROCEDURE	YES	NO
(h) has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;	☐	☐
(i) has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;	☐	☐
(5) acknowledges that the above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.		

REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any



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document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

(6) declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:		
SELECTION CRITERIA	YES	NO
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 1 par. 12.2 of the Instructions to Tenderers;	☐	☐
(b) It fulfills the applicable economic and financial criteria indicated in section 1 par. 12.2 of the Instructions to Tenderers;	☐	☐
(c) It fulfills the applicable technical and professional criteria indicated in section 1 par. 12.2 of the Instructions to Tenderers;	☐	☐
(7) declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.		

<Signature of authorised representative of the legal entity >

< Name and position of authorised representative of the legal entity >



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3.a – Tender Guarantee - Bank Guarantee

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Contracting Authority]*

Date: _____

BID GUARANTEE No.: _____

We, the undersigned, <name and address of financial institution>, hereby irrevocably declare that we will guarantee as primary obligor, and not merely as a surety on behalf of <Tenderer's name and address> the payment to the Contracting Authority of <amount of the tender guarantee>.

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) if the Tenderer does not fulfil all obligations stated in its tender. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall inform you in writing as soon as payment has been made.

We note that the guarantee will be released at the latest within 45 days of the expiry of the tender validity period, including any extensions, in accordance with the Instructions to Tenderers [and in any case at the latest on (1 year after the deadline for submission of tenders)]¹

The law applicable to this guarantee shall be that of <the country in which the financial institution issuing the guarantee is established>.

Any dispute arising out of or in connection with this guarantee shall be referred to the courts of <the country in which the financial institution issuing the guarantee is established>.

The guarantee will enter into force and take effect from the submission deadline of the tender.

Name: On behalf of:

Signature:

¹ This mention has to be inserted only where required, for example where the law applicable to the guarantee imposes a precise expiry date or where the guarantor can justify that he is unable to provide such a guarantee without expiry date.



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3.b – Tender Guarantee - Bid Bond

None



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3.c – Tender Guarante - Bid-Securing Declaration

None



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Ministry of Public Works and Housing
General Directorate of Central Tenders



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BUILDINGS REHABILITATION IN 'AL NADA NEIGHBORHOOD

4 - QUESTIONNAIRE

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4.1 - ADDITIONAL NOTICE TO TENDERERS

1. Tenderers must answer all questions contained in the forms.
2. Additional sheets may be attached as necessary.
3. If a question does not apply to the tenderer, 'not applicable' should be entered alongside with a brief explanation.
4. Every page of each form must be numbered consecutively in the bottom right-hand corner.
5. Financial data and declarations submitted by the tenderer must be given in euro or national currency. Original bank statements may be also attached for reference.
6. If the requested supporting documents/certificates are not written in one of the official languages of the European Union, a translation into the language of the call for tender must be attached. If the documents are in an official language of the European Union, other than the procedural language, it is however strongly recommended to provide a translation into the language of the call for tenders in order to facilitate the evaluation of the documents.
7. Each member of a joint venture/consortium must fill in and submit every form.
8. Firms applying as a joint venture/consortium must also complete Form 4.6.5 concerning joint ventures/consortia.
9. The person signing this questionnaire guarantees the truthfulness and accuracy of all the statements made.
10. The accuracy of the answers to the questionnaire, their completeness and the attached documentation will be taken into account in the tender evaluation. Please be aware that a lack of data may result in their non-compliance in the related item of evaluation.



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FORM 4.1 - GENERAL INFORMATION ABOUT THE TENDERER

- 4.1.1. Name of company
.....
- 4.1.2. Registered address
.....
Telephone Fax..... Telex.....
E-mail.....
- 4.1.3. Names and nationalities of principals/directors and associates
.....
- 4.1.4. Type of company (natural person, partnership, corporation, etc.)
.....
- 4.1.5. Description of company (e.g. general civil engineering contractor)
.....
- 4.1.6. Company's nationality
- 4.1.7. Number of years' experience as contractor
- in own country.....
- internationally.....
- 4.1.8. Registration details
..... Please
attach copy of the registration certificate
- 4.1.9. Equity in the company
Shares (%)
- 4.1.10. Name(s) and address(es) of companies involved in the project and whether
parent/subsidiary/subcontractor/other:
.....
.....
- 4.1.11. If the company is a subsidiary, what involvement, if any, will the parent company have in the
project?
.....
- 4.1.12. Foreign companies must state whether they are established in the state of the Contracting Authority
in accordance with applicable regulations (for information only)

Signature:

(a person or persons authorised to sign on behalf of the tenderer)

Date:.....



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FORM 4.2 - ORGANISATION CHART

Please give details here below of the organisation chart of your company, showing the position of directors, key staff and functions.

Signature.....

(a person or persons authorised to sign on behalf of the tenderer)

Date.....



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FORM 4.3 - POWER OF ATTORNEY

Please attach here the power of attorney empowering the signatory of the tender and all related documentation.

Signature:

(a person or persons authorised to sign on behalf of the tenderer)

Date:



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FORM 4.4 - FINANCIAL STATEMENT

Please provide all of the information required in euro or national currency (NC) equivalent.

4.4.1 Basic capital

Amount..... Euro or NC
Currency..... Euro or NC
Authorised..... Euro or NC
Issued..... Euro or NC

4.4.2 Annual value of construction work undertaken for each of the last three years, and projected for the next two years.

Euro or NC	Year-3	Year-2	Last year	Current year	Year +1	Year +2
At home						
Abroad						
Total						

4.4.3 Approximate value of works in hand (at home and abroad)

..... (euro or national currency)

4.4.4 Please attach copies of the company's certified statements of account for the previous three years (with translations into the procedural language, if necessary) from which the following basic data will be abstracted. Please provide estimates of the same information for the next two years.

Euro or NC	Year-2	Year-1	Last year	Current year	Year +1	Year +2
1.Total assets						
2.Total liabilities						
<i>Net Value (1 minus 2)</i>						
3.Liquid assets						
4.Short-term debts						
<i>Working capital (3 minus 4)</i>						
5.Pre-tax profits						
6.Losses						



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4.4.5 Name and address of banks (principal/others):

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

4.4.6 Please enclose a reference/certificate about the financial situation of the company and its access to credit facilities (maximum amount of credit facility to be stated in euro or NC equivalent)

Signature:

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

Date:



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FORM 4.5.1.a

Legal Entity Information Form

[For PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM]

The Bidder shall fill the Form in Annex in accordance with the instructions indicated.

FORM 4.5.1.b

Public Entity Information Form

[For PUBLIC LAW BODY]

The Bidder shall fill the Form in Annex in accordance with the instructions indicated.

FORM 4.5.2

Financial Identification Form

[For Private and Public Companies]

The Bidder shall fill the Form in Annex in accordance with the instructions indicated.



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FORMS 4.6.1 TO 4.9 TECHNICAL QUALIFICATIONS 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	
<hr/>	
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	
<hr/>	
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)
Quality control				/	
Others responsible for				/	
Others responsible for				/	

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:
6. Address (phone/fax/e-mail):
7. 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 (e.g. computer literacy):
10. Current position:



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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:

<i>Date: from (month/year) to (month/year)</i>	
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 contract¹

	DESCRIPTION (type/make/model)	Power/ capacity	No of units	Age (years)	Owned (O) or hired (H)/ and percentage of ownership	Origin (country)	Current approximate value in euro or national currency
A)	CONSTRUCTION PLANT						
B)	VEHICLES AND TRUCKS						
C)	OTHER PLANT						

Signature

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

Date.....

¹ Not all the plant owned by the company.



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FORM 4.6.3 - WORK PLAN AND PROGRAMME

- 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).
- 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.
- 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.
- 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

6.4.1 List of contracts of similar nature and scale performed during the past 3 years

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

Name of project/type of works	Total value of works the Contractor was responsible for ¹	Period of contract	Start date	Percentage of works completed	Contracting authority and place	Prime contractor (P) or subcontract or (S)	Final acceptance issued? - Yes - Not yet (current contracts) - No
B) Abroad							

¹ Amounts actually paid, without the effect of inflation.



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6.4.2¹ Please attach here available references and certificates from the relevant Contracting Authorities

Signature

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Date

¹ 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

- 6.5.1** Name
- 6.5.2** Managing board's address
.....
Telex
TelephoneFax.....E-mail.....
- 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
TelephoneFax.....
- 6.5.4** Names of members
i)
ii)
iii)
Etc.
- 6.5.5** Name of lead member
.....
.....
- 6.5.6** Agreement governing the formation of the joint venture/consortium
i) Date of signature:
ii) Place:
iii) Enclosure — joint venture/consortium agreement
- 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)

Date:



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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



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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