

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer this proposal for contractor services to Design Build & Finance *Repairs of the Road Bay Jetty* in accordance with your Request for Proposals dated 9<sup>th</sup> February 2016. “We hereby submit our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope”

*{Note to Contractor: If the Contractor is a Joint Venture (JV), insert the following: “We are submitting our Proposal in association/as a consortium/as a Joint Venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy [insert: “of our letter of intent to form a Joint Venture” or, if a JV is already formed, “of the Joint Venture agreement”] signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

**OR**

*If Contractor’s Proposal includes Sub-contractors, insert the following: “We are submitting our Proposal with the following firms as Sub-contractors: {Insert a list with full name and address of each Sub-Consultant.}*

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation or any conflict of interest contained in this Proposal may lead to our disqualification by the AASPA.

(b) Our Proposal shall be valid and remain binding upon us subject to any modifications resulting from the Contract negotiations. The proposal validity period will commence from submission date and extend for a period of 90 days

(e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.]

(f) We undertake to negotiate a Contract on the basis of the proposed Key Experts. Any substitution of Key Experts will require additional approval. Any unauthorized substitution of Key Experts may lead to the termination of Contract negotiations.

Appendix C – Form Tech 1

---

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the services related to the assignment no later than 18<sup>th</sup> April 2016

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a Joint Venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

### Name and Registration of Firm

2a. Name and Address of Respondent (Principal, if consortium):

---

---

---

---

2b. Name and Address of Joint Venture Firm/Sub-Contractor(s):

<p>Firm Name: _____ Address: _____</p> <p>Phone: _____ Fax: _____ Email: _____</p>	<p>Firm Name: _____ Address: _____</p> <p>Phone: _____ Fax: _____ Email: _____</p>
--	--

2c. Business Licensing & Registry (Include copy (ies) for each participating firm):

### Experience of Firm

3a. List of similar projects executed in the past 10 years with a contract value equal to or above US\$100000. Indicate client, description, value and role played for each:

<b>Duration</b>	<b>Assignment Name and Brief Description of Main Deliverables/Outputs</b>	<b>Name of Client and Country of Assignment</b>	<b>Approx. Contract Value (in US\$ or EURO)/Amount Paid to Your Firm</b>	<b>Role on the Assignment</b>
<i>{e.g. Jan.2009–Apr.2010}</i>	<i>{e.g. “Improvement quality of.....”: designed master plan for rationalization of .....; }</i>	<i>{e.g. Ministry of ....., country}</i>	<i>{e.g. US\$1 million/ US\$0.5 million}</i>	<i>{e.g. Lead partner in a JV A&amp;B&amp;C}</i>

3b. Two reference letters included relative to the assignment? Yes  No

### Financial Capacity of Firm

4a. Annual Turnover for the last five (5) financial years: \_\_\_\_\_

2011(US\$)	2012(US\$)	2013(US\$)	2014(US\$)	2015(US\$)

4b. Annual Net Worth for the last three (3) financial years: \_\_\_\_\_

Year	2013(US\$)	2014(US\$)	2015(US\$)
Assets			
Liabilities			
Net Worth			

### **Audited Financial Statements**

4c. Audited financial statements for past three years included? Yes  No

## **Approach and Methodology**

5a. Number of people employed in the consortium/organization: \_\_\_\_\_

5b. Proposed Management Structure to execute this project include organizational chart.

5c. Describe the Approach, Methodology and Work Plan. This section should entail but not limited to the following: An understanding of the Assignment, any risks and assumptions, well developed concept inclusive of drawings schemes to fulfill the requirement, Consideration for the environment, Health and Safety and Sustainable solutions. Please outline plan for the implementation of the main activities of the assignment including interim approvals by the Road Bay Jetty Committee. Approximate page count for this section is 12.

### 5d. Work Schedule and Planning For Deliverables

N°	Deliverables 1 (D-..)	Weeks												
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL	
<b>D-1</b>	<i>{e.g. Deliverable #1: Report A</i>													
	<i>1) data collection</i>													
	<i>2) drafting</i>													
	<i>3) inception report</i>													
	<i>4) incorporating comments</i>													
	<i>5) .....</i>													
	<i>6) delivery of final report to Client}</i>													
<b>D-2</b>	<i>{e.g. Deliverable #2:.....}</i>													
<b>n</b>														

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in form of a bar chart.
3. Include a legend, if necessary, to help reading the chart.



**6a. Key Experts Experience and Qualifications**

N°	Name	Expert's Input (in person/week/person-days) per each Deliverable (listed in TECH-5)											Total Time Input (in weeks/days)			
		Position		D-1		D-2		D-3	.....	D-...				Home	Field	Total
<b>KEY EXPERTS</b>																
K-1	{e.g. Mr. Abbbb}	[Team Leader]	[Home] [Field]	[2 month] [0.5 m]		[1.0] [2.5]		[1.0] [0]						4	3	
K-2																
K-3																
n																
											<b>Subtotal</b>					
<b>NON-KEY EXPERTS</b>																
N-1			[Home] [Field]													
N-2																
n																
											<b>Subtotal</b>					
											<b>Total</b>					

1. For Key Experts the input should be indicated individually for the same positions. K1 refers to the expert with overall responsibility for the management of the design and build process. K2 refers to the expert with primary responsibility for design. K3 refers to the expert with primary responsibility for construction.

## Appendix C – Form Tech 6

---

2. Weeks are counted from the start of the assignment/mobilization. One (1) week equals 7 working (billable) days. One (1) working (billable) day shall be not less than eight (8) working hours.
3. “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Client’s country or any other country outside the expert’s country of residence. Full time input Part time input

### 6b. Key Experts

Key Experts			
	Name	Experience/Credentials	Remarks
<i>Team Leader Manager</i>			
<i>Key Expert 1 Design</i>			
<i>Key Expert 2 Construction</i>			
<i>Contact Information for Team Leader</i>			
<i>Phone</i>			
<i>Email Address</i>			

### 6c. Curriculum Vitae

*(Complete CV for each Key Expert)*

Proposed Position: \_\_\_\_\_

Name of Key Expert: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Contractor/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership of Professional Body: \_\_\_\_\_

Countries of Work Experience: *[List countries where Key Expert has worked in the last ten years]*

Employment Method: *[Starting with present position, list in reverse order every employment held by Key Expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held. Past employment which is not relevant to the assignment does not need to be included.]*:

From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

Detailed Task Assigned: *[List all tasks to be performed under this assignment]*

Work undertaken that best illustrates capability to handle to tasks assigned: *[Among the assignments in which the Key Expert has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks]*

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Appendix C – Form Tech 6

---

Main project features: \_\_\_\_\_

Position held: \_\_\_\_\_

Activities performed: \_\_\_\_\_

**Any membership in Professional Associations** \_\_\_\_\_

**Education:**

*[Submission copies of relevant qualifications and certificates]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

\_\_\_\_\_ Date \_\_\_\_\_  
*[Signature of Key Expert and authorized representative of the Contractor and date in the format Day/Month/Year]*

Full name of Key Expert: \_\_\_\_\_

Full name of authorised Representative: \_\_\_\_\_

**Form Tech 7 – Additional Information**

8. Provide additional info as required.

---

---

---

---

Date:                      Signature of Authorised Signatory:

Seal of the Organisation

**Note:** For any further queries contact the Chief Executive Officer (Anguilla Air and Sea Ports Authority)

**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and Address of Client]

Dear Sirs:

We, the undersigned, offer to provide the contractor services for Design Build & Finance *Repairs of the Road Bay Jetty* in accordance with your Request for Proposal dated 9<sup>th</sup> February 2016 and our Technical Proposal.

Our attached Financial Proposal is for the amount of [Indicate the corresponding amount(s) currency (Eastern Caribbean Dollars)] [Insert amount(s) in words and figures].

Our Summary of Cost, breakdown of Remunerations, Loan repayment plan in relation to proposal cost and Reimburseable expenses are included.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. 90 days from proposal submission.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

*{Note to Consultant: For a Joint Venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}*

## Submission Checklist

Form	Description	Page Limit	Completed Attached	
			Yes	no
Tech 1	Technical proposal submission form 1 (letter)	Na		
Tech -2a	Name and address of respondent	Na		
Tech -2b	Name and address of joint venture	Na		
Tech -2c	Business license & registration	Na		
Tech -3a	Contractors experience on similar projects	Na		
Tech -3b	Two reference letters relative to the assignment	Na		
Tech -4a	Annual turnover for the past 5 financial years	Na		
Tech -4b	Annual net worth for the Last 3 financial years	Na		
Tech -4c	Audited financial statements for the past 3 years	Na		
Tech -5a	Proposed management structure to execute project	Na		
Tech- 5b	Contractors organization	Na		
Tech -5c	Proposed execution methodology	12		
Tech -5d	Work schedule & planning for deliverables	Na		
Tech -6a	Team composition, assignment and Key Experts' input	Na		
Tech -6b	Key Experts	Na		
Tech -6c	Curriculum Vitae for all Key Experts on this assignment	Na		
Tech -7	Additional Information	2		
FIN - 1	Financial proposal submission Form 1 (letter)	Na		
	Summary of costs to complete project	Na		
	Loan repayment schedule as per project cost	Na		