**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 -PERSONNEL

i - Overview

a - Directors and management ........................

b - Administrative personnel ........................

c - Technical personnel

- Engineers ........................

- Surveyors

- Foremen ........................

- Mechanics

- Technicians ........................

- Machine operators

- Drivers ........................

- Other skilled personnel

- Labourers and unskilled personnel ........................

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Total ===========

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

a - Site management ........................

b - Administrative personnel ........................

c - Technical personnel

- Engineers ........................

- Surveyors

- Foremen ........................

- Mechanics

- Technicians ........................

- Machine operators

- Drivers ........................

- Other skilled personnel

- Labourers and unskilled personnel ........................

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Total ===========

Signature ....................................................

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

Date ............................................

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SECTION 4

# FORM 4.6.1.2

# PERSONNEL 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)** | **Employed by (in case of a joint tender, indicate the name of the consortium member employing the personnel)** |
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| **Quality control .........................................** |  |  |  | / |  |  |
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| **Others responsible for .........................................** |  |  |  | / |  |  |
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| **Others responsible for .........................................**  **.........................................** |  |  |  | / |  |  |

Signature ......................................................

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

Date.........................................

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SECTION 4

# FORM 4.6.1.3

# PROFESSIONAL EXPERIENCE OF KEY PERSONNEL

# CURRICULUM VITAE

(maximum 3 pages + 3 pages of annexes)

Proposed position in the contract:

1. Surname:

2. Name:

3. Education:

|  |  |
| --- | --- |
| **Institutions:** |  |
| **Date:**  **From (month/year)**  **To (month/year)** |  |
| **Degree or qualification:** |  |

4. Language skills

Indicate on a scale of A1 to C2 (from A1 (beginner) to C2 (proficient))**[[1]](#footnote-1)**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Level** | **Passive** | **Spoken** | **Written** |
|  | **Mother tongue** |  |  |  |
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5. Membership of professional bodies:

6. Other skills (e.g. computer literacy):

7. Current position:

8. Years of professional experience:

9. Key qualifications:

10. Specific experience in developing countries:

|  |  |  |
| --- | --- | --- |
| **Country** | **Date: from (month/year) to (month/year)** | **Name and brief description of the project** |
|  |  |  |
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11. Professional experience:

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

12. Others:

12a. Publications and seminars:

12b. References:

Signature ............................................

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

Date...........................

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SECTION 4

# FORM 4.6.2

# PLANT

Plant proposed and available for implementation of the contract[[2]](#footnote-2)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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** | **Proposed by (in case of a joint tender, indicate the name of the consortium member proposing the plant)** |
| ***A)*** | **CONSTRUCTION PLANT** |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |
| ***B)*** | **VEHICLES AND TRUCKS** |  |  |  |  |  |  |
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| ***C)*** | **OTHER PLANT** |  |  |  | / |  |  |
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Signature ...........................................................

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

Date................................................

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SECTION 4

# 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)** |
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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 <insert number> years

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of project/type of works** | **Total value of works the contractor was responsible for2** | **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** |
| **A) In home country** |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of project/type of works** | **Total value of works the contractor was responsible for[[3]](#footnote-3)** | **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) Abroad** |  |  |  |  |  |  |  |
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**4.6.4.2[[4]](#footnote-4)** Please attach here available references and certificates from the relevant contracting authorities

Signature .......................................................................................

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

Date ..................

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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 .......................................................  ..................................................................................................  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 ...........................................................................  ...................................................................................................  Telephone ..............................Fax.............................................  E-mail......................................................................................... |
| **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*)

Date: ...............................................................

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SECTION 4

# FORM 4.6.6

# LITIGATION HISTORY

Please provide information on any history of litigation or arbitration resulting from contracts executed, whether as main contractor or as consortium-member, during the last <insert number> 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 ..................

1. Levels are based on the Common European Framework of Reference for Languages.   
   See: <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>. The linguistic competencies are to be demonstrated by certificate or by past relevant experience. [↑](#footnote-ref-1)
2. Not all the plant owned by the company. [↑](#footnote-ref-2)
3. Amounts actually paid, without the effect of inflation. [↑](#footnote-ref-3)
4. Please see point 4 in Instructions to Tenders if documentary evidence/proof is needed. [↑](#footnote-ref-4)