

VOLUME I

SECTION 2 : TENDER FORM

TENDER FORM FOR A WORKS CONTRACT

Publication reference: EuropeAid/133971/C/WKS/RS

Name of contract: Construction of a Regional Waste Management Centre for Subotica District

<Place and date>

A: Delegation of the European Union to the Republic of Serbia
Vladimira Popovica 40, GTC Avenue Building, block 19a
11070 New Belgrade, Republic of Serbia

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. **All data included in this form must concern only the legal entity or entities making the application.** The attachments to this form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted the originals must be sent to the Contracting Authority upon request. For economical and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing as much as possible.

Any additional documentation (brochures, letters, etc.) sent with the form will not be taken into consideration. Applications 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.

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 to perform 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.

1. SUBMITTED BY:

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	Name(s) of tenderer(s)	Nationality ⁴
Leader		
Member 2 ⁵		
Etc ... *		

2. CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
E-mail	

⁴ Country in which the legal entity is registered.

⁵ Add/delete additional lines for members as appropriate. Note that a subcontractor is not considered to be a member for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted).

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3. TENDERER'S DECLARATION(S)

As part of their tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using this format.

In response to your letter of invitation to tender for the above contract,

we, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the dossier for invitation to tender No [.....] of [./././]. We hereby accept its provisions in their entirety, without reservation or restriction.

2. 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 No 1: *[description of works]*

Lot No 2: *[description of works]*

Etc.

3. The price of our tender *[excluding the discounts described under point 4]* is:

Lot No 1: [.....]

Lot No 2: [.....]

Etc.

4. We will grant a discount of [%], or [.....] *[in the event of our being awarded Lot No ...and Lot No.....]*.

5. This tender is valid for a period of 90 days from the final date for submission of tenders.

6. If our tender is accepted, we undertake to provide a performance guarantee, as required by Article 13 of the Particular Conditions.

7. Our firm/company *[and our subcontractors]* has/have the following nationality:

<.....>

8. We are making this tender *[on an individual basis/as member of the consortium led by < name of the leader / ourselves >]*. We confirm that we are not tendering for the same contract in any other form. *[We confirm, as a member of 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].*

9. We are not in any of the situations excluding us from participating in contracts listed in section 2.3.3 of the Practical Guide to contract procedures for EC external action. In the event that our tender is successful, we undertake, if required, to provide the proof usual under the law of the

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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 one year before the date of submission of 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.

10. We agree to abide by the ethics clauses in Clause 28 of the instructions to tenderers and, in particular, have no conflict of interests or any equivalent relation in that respect with other candidates or other parties in the tender procedure at the time of the submission of this application. We have no interest of any nature whatsoever in any other tender in this procedure.
11. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. 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 funded by the EU/EDF.
12. We note that the Contracting Authority is not bound to proceed with this invitation to 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.
13. We fully recognise and accept that we may be excluded from tender procedures and contracts, in accordance with the Section 2.3.4 of the Practical Guide to contract procedures for EC external action, 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 five years of the above-mentioned date. Furthermore, we acknowledge 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.
14. We are aware that, for the purposes of safeguarding the financial interests of the European Union, 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.

[* Delete as applicable]

Name and first name: [.....]

Duly authorised to sign this tender on behalf of:

[.....]

Place and date: [.....]

Stamp of the firm/company:

This tender includes the following annexes:

[Numbered list of annexes with titles]

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SECTION 2 : APPENDIX TO TENDER

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APPENDIX TO TENDER FOR A WORKS CONTRACT

Publication Reference: EuropeAid/133971/C/WKS/RS
Title of Contract: Construction of a Regional Waste Management Centre for Subotica District

(Note: Tenderers are required to fill in the blank space in this Appendix to Tender)

	Sub-clauses of General Conditions of Contract or Particular Conditions	
Contracting Authority's name and address	1.1.2	Delegation of the European Union to the Republic of Serbia Vladimira Popovica 40, GTC Avenue Building, block 19a 11070 New Belgrade, Republic of Serbia
Contractor's name and address	1.1.2	To be completed by the Tenderer
Representative of the Contracting Authority's name and address	1.1.2	Project Manager of the Delegation of the European Union to the Republic of Serbia Vladimira Popovica 40, GTC Avenue Building, block 19a 11070 New Belgrade, Republic of Serbia
Engineer's name and address	1.1.2	To be nominated by the Contracting Authority /Employer
Beneficiary's name and address	1.1.2	"Regionalna deponija" d.o.o. Subotica Trg Lazara Nešića br.1. 24000 Subotica, Srbija
Time for notice to commence	1.1.3.2	Not later than the 180 days following notification of the signature of the Contract
Time for Completion of the Works	1.1.3.3	27 months (24 months for works + 3 months for testing) to the taking over certificate
Defects Notification Period	1.1.3.7, and 11.1	365 days from the date of issuance of the Taking Over Certificate.

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Currency	1.1.4.6	EURO
Governing Law	1.4	European Union Law complemented wherever necessary by Belgian Law
Ruling language	1.4	English
Language of communication	1.4	English
Time of access to the site	2.1	Time for Notice to Commence
Amount of performance guarantee	4.2	10 % in EURO
Time for submitting the programme	8.3	28 days
Period for notifying unforeseeable errors, faults and defects in the Employer's Requirements	5.1	90 days from the Commencement Date
Normal working hours	6.5	Applying labour laws, no site working hours restrictions
Period after the effective date during which the Contracting Authority's representative must issue notice to commence the works	31.1	Not later than 180 days following notification of approval of the Contract
Delay damages for the Works	8.7 & 14.15(b)	0.5% of the Accepted Contract Price per day
Maximum Amount of Delay Damages	8.7	10% of contracted amount
Total advance payment	14.2	10% of the Accepted Contract Price, less Provisional Sums
Percentage of retention	14.3	10 % of Contract Price
Minimum amount of Interim Payment Certificates	14.6	10 % of Contract Price
Amount of insurance for design	18	10 % of Contract Price

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Amount of third party insurance	18	3,000,000 EURO per accident with the number of occurrences unlimited
Periods for submission of insurance	18	7 days from the commencement of the works and remain in force until final acceptance of the works.
Number of members of Dispute Adjudication Board	20	1
Member of Dispute Adjudication Board (if not agreed) to be nominated by	20	FIDIC-Secretariat

Signature _____

in the capacity of _____

duly authorised to sign Tenders for and on behalf of

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VOLUME I

SECTION 3 : FORM OF TENDER GUARANTEE

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TENDER GUARANTEE FORM

Works contract

(To be completed on paper bearing the letterhead of the financial institution)

For the attention of
Delegation of the European Union to the Republic of Serbia
GTC Avenue Building, block 19a, Vladimira Popovica 40,
11070 New Belgrade, Republic of Serbia

referred to below as the 'Contracting Authority'

Title of contract: Construction of a Regional Waste Management Centre for Subotica District

Identification number: EuropeAid/133971/C/WKS/RS

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], payment to the Contracting Authority of [amount of the tender guarantee], this amount representing the guarantee referred to in Article 11 of the Contract Notice.

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 expiry of the tender validity period, including any extensions, in accordance with Article 15 of the Instructions to Tenderers [and in any case at the latest on (one year after the deadline for submitting tenders)].⁶

The law applicable to this guarantee shall be that of Belgium. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of Belgium.

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

Done at, ././..

Name and first name: On behalf of:

Signature:

[stamp of the body providing the guarantee]

⁶ This mention has to be inserted only where required, for example where the law applicable to the guarantee stipulates 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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SECTION 4 : QUESTIONNAIRE



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ADDITIONAL NOTICE TO TENDERERS

(See Clause 4 of the Instructions to Tenderers)

1. All questions contained in all the Forms shall be answered by the Tenderer.
2. Additional sheets may be attached as necessary.
3. If a question does not apply to the Tenderer "Not applicable" shall be written against it, with a brief explanation of why it does not apply.
4. Each page of every individual form shall be numbered consecutively in the lower right corner.
5. Financial data and declarations presented by the tenderer must be given in euro or national currency. Original bank statements may be also attached for reference.
6. Attached documentation/certificates must always be accompanied by a relevant translation in the language of the procedure.
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. The attention of tenderers is also drawn to the fact that the absence of some data may cause their non compliance in the related item of evaluation.

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FORMS 4.1

GENERAL INFORMATION



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:.....

FORM 4.2

ORGANISATION CHART

- i. Please give details here below of the **Organisation Chart** of your Company, showing the position of directors, key personnel and functions.
- ii. Please provide information regarding the total Number of Personnel employed, as detailed below:

a.	Directors and Management	_____
b.	Administrative Staff	_____
c.	Technical Staff	_____
	Project Managers	_____
	Design Engineers (all specialities)	_____
	Surveyors	_____
	Foremen	_____
	Mechanics	_____
	Technicians	_____
	Machine Operators	_____
	Drivers	_____
	Other skilled staff	_____
	Labour and unskilled staff	_____
	Other categories	_____
	Total	_____

Signature

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

Date.....

FORM 4.3

POWER (S) OF ATTORNEY

To be

- (i.) The Tenderer shall attach here the **Power of Attorney** authorising the signatory of the Tender and all related documentation, including samples of the signatures authenticated by a Notary.

In case of a joint venture the partners have to submit a declaration of intent to form a joint venture for implementation of this Contract.

In the signed declaration it is to be stated that all partners of the joint venture shall be jointly and severally liable to the Employer.

In addition the partners have to authorize the leading partner to sign on their behalf.

- (ii.) The Tenderer shall provide the list of persons (non restrictive) who are authorised to take part in any negotiation.

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 by this form in EURO equivalent.

a. Basic Capital

Amount.....	EURO
Currency.....	EURO
Authorised.....	EURO
Issued.....	EURO

b. Annual value of construction work undertaken for each of the last 3 years, and projected for the next two years (forecast):

EURO	Year -3 2011	Year -2 2012	Last Year 2013	Current Year 2014	Year +1 2015	Year +2 2016
Home						
Abroad						
Total						

c. Approximate value of Work in hand (home and abroad)EURO

- d.** Please attach copies of the Company's previous 3 years audited financial statements (with translations into the English language - if necessary) from which the following basic data shall be abstracted and provide the same information projected forward for the next two years. Please also enclose a forecast of the cash flow statement for the next two years mentioning as well the basic modelling assumptions.

EURO	Year -3 2011	Year -2 2012	Last Year 2013	Current Year 2014	Year +1 2015	Year +2 2016
1.Total Assets						
2.Total Liabilities						
<i>Net Value (1-2)</i>						
3.Current Assets						
4.Current Liabilities						
<i>Working Capital (3-4)</i>						

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5.Pre-tax Profit						
6.Losses						

e. Name and address of Banks (principal/others):

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

f. **Please enclose as well:**

(1) A reference letter from the company's bank about the financial situation of the Company and

(2) A bank statement on its access to financial resources/credit facilities (maximum amount of credit facility to be stated) meeting the requirements of the clause 4.2.3.a Volume I, Section 1 above

Signature:

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

Date:

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FORM 4.5 a

FINANCIAL IDENTIFICATION

The forms are made available in a "Fill and Print" mode at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

FORM 4.5 b
LEGAL ENTITY FORM

The forms are made available in a "Fill and Print" mode at the following address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

FORM 4.6.1

PERSONNEL PROPOSED FOR EXECUTION OF THE CONTRACT

4.6.1.1 Overview of The Tenderer's Personnel (to be proposed by tenderer – indicative list)

- a - Project Management
 - Project Manager (Contractor's representative)
 - Deputy Project Manager
 -
 - b - Administrative staff
 - c - Technical staff
 - Design Engineer
 - Structural / Civil Engineer
 - Electro-Mechanical Engineer
 - Soil Mechanical Engineer
 - QA / QC Manager
 -
 - Site Managers
 - Deputy Site Managers
 - Surveyors
 - Foremen
 - Mechanics
 - Technicians
 - Machine operators
 -
 - Drivers
 - Other skilled staff
 - Labourers and unskilled staff
- _____
- Total =====

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

Date

4.6.1.2 Personnel to be employed on the contract

Sub-Clause 12.2.2 of the Instructions to Tenderers (Volume I, Section 1) sets out specific requirements for the persons who will hold specific positions for the Works. It requires the names of the persons proposed for some of these positions to be completed.

The Tenderer shall submit professional experience summaries (curricula vitae) for each of the persons so named. These shall demonstrate that the persons proposed meet the qualification requirements stated in the Schedule of Key Personnel.

Position/Name (indicative list)	Current Employer	Nationality	Age	Education	Years of experience (/in construction/in international contracts)	Major works for which responsible (project/value)
KEY PERSONNEL						
Project Manager (Contractor's representative)					/	
Assistant Project Manager					/	
Quality Assurance /Quality Control Engineer					/	
Site Manger					/	
Lead Civil Engin.					/	
Lead Mechanical Engineer					/	
Lead Electrical Engineer					/	
OTHER						
Geotechnical Engineer					/	
O&M Trainer						
Works Foreman (Degree not necessary)					/	
e.g. Quality control, HSE						

Signature

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

Date.....}

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4.6.1.3 Professional experience record for key personnel

(to be provided for the key positions listed under 4.6.1.2 above, in the format presented below.

Curriculum Vitae

(Maximum 3 pages)

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:

Institutions:	
Date: From (months/year) To (months/year)	
Degree:	

8. Language skills (Mark 1 to 5 for competence, where 5 is the highest):

Language	Level	Reading	Spoken	Written
	Mother Tongue			

9. Membership of Professional Bodies:
10. Other skills (e.g. computer literacy, etc.):
11. Present Position:
12. Years of professional experience:
13. Key qualifications:
14. Specific experience in Central and Eastern European countries:

Country	Date: from (month/year) to (month/year)	Name and brief description of the project

15. Professional experience:

Date: from (month/year) to (month/year)	
Location	
Company / Organisation	
Position	
Job Description	

16. Others:

15a. Publications and Seminars:

15b. References:

Expert's signature:

Date:.....

Signature

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

Date.....



FORM 4.6.2

PLANT CONSTRUCTION EQUIPMENT

Equipment proposed and available for the implementation of the contract ⁷

DESCRIPTION (Type/Make/Model)	Power/ Capacity	No. of Units	Age (years)	Owned (O) or hired(H)/ and Percentage of Ownership	Origin (Country)	Present approximate Value in EURO
A) SUPERVISION AND TESTING EQUIPMENT						
(Surveying, aggregate, concrete cube curing and testing, equipment, etc.)						
B) Earth works equipment						
(Excavators, compactors, bulldozers, dumptrucks, etc.)						
C) Civil works execution equipment						
(water and sludge pumps, cranes, concrete mixing, concrete placing, concrete vibration, scaffolding, etc.)						
D) Transport vehicles						
E) Other specialised machineries and tools						
(E.g. for dewatering, rock breaking, welding, etc.) depending on tenderer's technical proposal						

Signature'

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

Date.....

⁷ Not the whole fleet of equipment owned by the Contractor
2013.1.rev
Volume 1

FORM 4.6.3

WORKPLAN & PROGRAMME

The Tenderer shall provide the following minimum information:

- a) Attach a **Programme** for construction (including design when needed) and with brief descriptions of major activities, showing the order of procedure and timing in which the Tenderer proposes to carry out the Works.

In particular the proposal shall detail the temporary and permanent works to be constructed.

The Tenderer shall take note of the prevailing climatic conditions and expansion of the Site. The Tenderer shall also take note of the restrictions. Give a brief outline of your programme for the completion of the works in accordance with the required method of construction and stated time of completion

- b) Attach a **critical milestone bar chart** (Schedule of execution) representing the Construction Programme and detailing the relevant activities, dates, allocation of labour and plant resources, etc.

The planned input of the Joint Venture Partners and Subcontractors shall be highlighted as well (in terms of activities undertaken, timing, etc.)

- c) State the **proposed location** of your main office on the site, stations (steel/ concrete/ asphalt structures), warehouses, accommodations, etc. (sketches to be attached s appropriate)

- d) Attach a **Statement** describing the general approach and methodology for implementation of the Works including detailed description of his working methods for major items of the construction works and plant. 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 subcontract as % of the total cost of the project	Experience in similar work (details to be specified)

Signature

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

Date :

FORM 4.6.4

EXPERIENCE AS CONTRACTOR

4.6.4.1 List of contracts of similar nature and extent performed during the past 5 years

Name of Project/Kind of Works	Total Value of Works the Contractor was responsible for	Period of Contract	Starting Date	Completion Date	Contracting Authority and Place	Prime Contractor (P) or Sub-Contractor (S)	Taking-over Certificate issued? - Yes - Not Yet (Current Contracts) - No
	EUR	Years	MM/YYYY	MM/YYYY		P/S	Y/N
<i>A) In home country</i>							
<i>B) Internationally</i>							

Note: please add lines as required

Signature:

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

Date:

4.6.4.2 Details of Contracts of Similar Nature and Complexity

Name of Tenderer/ partner in a joint venture/ subcontractor (delete as applicable):			
Contract			
Contract name:		Country:	
Contract number:		Contract value:	Euro
Contracting Authority			
Name:		Phone:	
Address:		Fax:	
Supervising Engineer			
Name:		Phone:	
Address:		Fax:	
Role of the Tenderer/partner of a joint venture/subcontractor (check one)			
<input type="checkbox"/> Sole contractor		<input type="checkbox"/> Subcontractor for% of the Contract value	
<input type="checkbox"/> Management contractor		<input type="checkbox"/> Partner in a joint venture with% of the Contract value	
<input type="checkbox"/> Designer			
Value of the total contract/subcontract/partner share (in Euro or equivalent at completion, or at date of award for current contracts).		Euro :	
Nature of Works carried out by the Tenderer / partner of a joint venture / subcontractor and special features relevant to this contract:			
Date of award:		Date of completion:	
Contract / subcontract duration as per original contract (years and months): years months		
Specific requirements:			
For sole / prime contractors, indicate the approximate EURO amount and nature of substantial works (more than 10% in contract value) undertaken by subcontractors, if any.			
Construction technologies, (describe type)			
Volume of works			
The Tenderer should insert any specific contractual criteria required for particular operations			
Signed and sealed by representative of the Contractor (This Form must absolutely be supported by the Taking Over Certificate)			
Name:		Phone:	E-Mail :
Address:		Fax:	
Position:			
Signature:		Date:	

(Use one separate sheet for each contract proposed to demonstrate qualification requirements)

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4.6.4.3 Taking – over Certificates

As evidence of its previous successful experience, the Tenderer shall provide for each contract mentioned under the point 4.6.4.1 and 4.6.4.2 above the **Taking – over Certificate**

N.B. For the evaluation of the Tenderer's qualification, there will be considered only the contracts for which the Tenderer will provide (see Instructions to Tenders which documentary evidence/proofs are needed):

- the form 4.6.4.ii completed by the Contractor;
- the taking-over certificate signed and stamped by the legal representative of the Employer or the Supervision Engineer.

Signature

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

Date

FORM 4.6.5

DATA ON JOINT VENTURES

- a. **Name**
- b. **Managing Board Address**
.....
TelephoneTelefax.....E-mail.....
- c. **Agency in Serbia , if any** (in the case of a Joint Venture/Consortium with a foreign Leading Partner)
Office Address
.....
TelephoneTelefax.....
- d. **Names of Partners**
i)
ii)
iii)
etc.
- e. **Name of leading Partner**
.....
.....
- f. **Agreement governing the formation of the Joint Venture/Consortium**
i) Date of signature:
ii) Place:
iii) **Enclosures :**
• **Joint Venture/Consortium agreement;**
•
- g. **Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each**
.....
.....
.....
.....

Signature :

(a person or persons 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, as well as for any Subcontractor above 10% of the contract price.

Year	Award FOR or AGAINST Tenderer	Name of Client, Cause of Litigation, and matter in Dispute	Disputed Amount (current value in EURO)

Signature

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

Date :

FORM 4.6.7

QUALITY ASSURANCE SYSTEM(S)

The Tenderer shall provide hereunder details of the Quality Assurance System(s) that is proposed to be used to ensure successful completion of the Works in accordance with FIDIC Yellow Book requirements, including valid certification.

Signature

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

Date

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FORM 4.6.8

ACCOMMODATION AND FACILITIES FOR THE ENGINEER

The Tenderer shall attach sketches and data detailing the characteristics of the accommodation and facilities intended to be provided by the Contractor to the Engineer under the relevant items of the Schedules and in accordance. Reference is made to Volume III..

Signature

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

Date

FORM 4.6.9

(I) DECLARATION

STATEMENT OF COMPLIANCE WITH INSTRUCTIONS TO TENDERS, Clause 3, ELIGIBILITY REQUIREMENTS, Section 3.4

Dear Sir/Madam,

Please find our declarations to the effect that we are not in any of the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions, (applies to the Tenderer, Consortium Members (if any), Subcontractors and named Suppliers).

Attach here all supporting documents including those mentioned in sub-clause 3.4 i.e.

- Confirmation of solvency issued by the Central Registry or equivalent
- Confirmation of payment of taxes, social security contributions and other public fees, issued by the Public Revenue Office or equivalent
- Confirmation issued by a competent court or equivalent that neither bankruptcy nor liquidation procedures have been initiated
- Confirmation that there is no effective decision that their affairs are to be managed by the courts or equivalent.

Signature

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

Date



FORM 4.6.9

(II) STATEMENTS

STATEMENT OF COMPLIANCE WITH INSTRUCTIONS TO TENDERS, Clause 3, ELIGIBILITY REQUIREMENTS, Section 3.1

Dear Sir/Madam

Please find our express statement that all materials, supplies and equipment to be supplied under the contract will have their "origin" in one of the Member States of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the IPA programme under which the contract is financed.

Signature

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

Date



FORM 4.6.10

TECHNICAL SOLUTION

The technical proposal shall be prepared in accordance with the requirements given under Employer's Requirements in Volume 3.

DESCRIPTIONS OF AND SPECIFICATIONS FOR THE TECHNICAL SOLUTION

The Tenderer shall prepare a technical solution which shall incorporate all the Employer's Requirements as described in Volume 3. Volume 3 is divided into 5 Sections as follows:

1. General Provisions
2. Design, process and other functional requirements, including process calculation for the proposed technical solution and calculation
3. Specifications for civil engineering material and execution of the works
4. Specifications for mechanical equipment and installation thereof
5. Specifications for electrical and SCADA equipment and installation thereof

Tenderers must give detail information and timing related to their design proposals based on the Contracting Authority's Requirements contained in the Volume 3 of the Tender Dossier, with drawings and calculations where applicable, for the design of the Works.

Please also attach the time schedule, drafted for the whole designing period including the period needed for obtaining the permits (Maximum timeframe for obtaining the Building Permit is 60 days following submission of the valid application with all necessary supporting documentation attached, as defined in relevant national laws.

Technical offers will be rejected as non-responsive and excluded from further consideration during the Tender process for the following reasons:

- Non-compliance with the requirements of Volume 3
- Insufficient information and/or calculations to verify compliance

In order to evaluate the responsiveness of the technical solution offered, the Tenderer shall support his offer with a report, drawings and relevant schedules that will include a specification of the proposed material and finish for:

- General Items
- Civil Works
 - Roads and plateaux
 - Entrance area
 - Administrative and personnel area
 - Transport centre area
 - Waste separation area
 - Composting area
 - Infrastructure
 - Landfill body
 - Leachate collection, treatment and disposal
 - Landfill gas collection and disposal
 - Wastewater collection and treatment
 - Surface water collection
 - Green belt and landfill planting
 - Support facilities
- Mechanical, electrical, SCADA and control works
- Monitoring
- Mechanisation of plant and landfill

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- Mobile equipment

The buildings and structures which are expected for the construction have been identified in Volume 3. The Tenderer shall provide his own schedule of buildings and structures in accordance with his own technical solution. However, the functionality of the Tenderer's technical solution shall not be less than that specified in Volume 3. Functions may therefore be combined within the same building or structure provided the operation and maintenance requirements are not adversely affected.

The Tenderer is required to provide detailed information on the main process equipment he proposes to use on the Landfill.

The quality of the materials and equipment shall be as specified in Volume 3 and in the case that the material or equipment is not specifically described the Tenderer shall provide a detailed specification of the proposed material or equipment.

For electromechanical plant the equipment schedule shall provide the following information:

- No of units to be provided
- Type of equipment (pumps, motors, Shredders, electrical panels, control panels, screens, conveyor belt, mixing mills, separators, presses, dewatering unit etc)
- Brand and model name/ number
- Accessories or options to be provided

Details on proposed suppliers of equipment, value of the equipment as percentage of the value of the Contract and country of origin.

Where the brand and model number is clearly identified manufacturer's technical datasheets shall be included to provide additional information such as capacity, dimensions, materials, finish, energy consumption, special requirements etc.

The Tenderer shall also provide the names and addresses of local representatives, who will have the possibility of providing spare parts and service locally. The Tenderer shall state the foreseen service arrangements for the equipment supplies (duration of delivery for consumables and spare parts, local service arrangements in place or foreseen etc.).

The Tenderer shall include the provision of spare parts sufficient for the service and maintenance for a period of two years as specified in Volume 3 for which the Tenderer shall provide a schedule. The schedule shall provide the following information:

- Location of specialist equipment
- Specialist equipment type (pumps, motors, conveyor, thickener etc)
- No of units
- Name of spare part or kit

The Tenderer has to provide a complete set of tools and special tools necessary for the service and maintenance as specified in Volume 3. The Tenderer shall provide a schedule of the proposed tools and special tools with the following information:

- Discipline (electrical, mechanical, specialist equipment etc)
- Type of general tools (spanners, pliers, electric drill, drill bits etc)
- Specialist tools name for special equipment
- Number of each type
- Brand & model number

A laboratory shall be arranged with sufficient facilities and equipment for chemical examinations necessary for a proper operation of the landfill.

The Tenderer shall provide a schedule of the proposed tools and special tools with the following information:

- Type of equipment
- Type of consumables
- Number of each type
- Brand & model number

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Documentation on Technical Solution

The documentation on technical solution to be provided by the Tenderer must include the following:

- Report describing the process design and technology with operating costs
- Schedules of material, equipment etc
- Drawings with layouts, schematics etc

All documents prepared as requested above shall be provided in electronic format as well as in paper format.

Signature

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

Date

FORM 4.6.11

Not applicable

Signature

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

Date



FORM 4.6.12
CERTIFICATE OF ATTENDANCE
(Obligatory)

Please attach here Certificate of Site Visit attendance, issued by the Contracting Authority or Beneficiary

FORM 4.6.13

MODIFICATIONS AND CLARIFICATION NOTES TO THE TENDER DOCUMENTS

The Tenderer must insert here, initialled by the person authorized to sign the Tender:

- ◆ the Modifications (addenda, corrigenda, minutes of the meeting and responses to tenderers' questions issued) in accordance with Clause 9 of the Instructions to Tenderers) to the Tender Documents (if any)
- ◆ the Minutes of the Clarification Meeting (if any);
- ◆ the Clarification Notes (if any).

Signature

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

Date

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FORM 4.6.14

FURTHER INFORMATION

Tenderers may add here any further information that they may deem useful for the evaluation of their tenders.

List of the information attached	
1	DATA ABOUT MAJOR SUPPLIERS ENVISAGED
2	ELIGIBILITY AND EVIDENCES
3	CASH FLOW SCHEDULE
4	TENDERER'S PROPOSED TRAINING PROGRAMME
.....	

Signature

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

Date

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FORM 4.6.14.2

ELIGIBILITY AND EVIDENCES

This is to confirm that we, *<insert name of Tenderer>*.....are eligible to tender and that none of the conditions as set out in section 2.3.3 of the Practical guide to contract procedures for EC in the context of external actions applies to _____.

Signature

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

Date.....

The Tenderer shall also attach here all **certificates, affidavits etc. required to prove his eligibility** as requested by Clause 3 (Section 1, Volume I) of the Instructions to Tenderers, including:

- i) The proof required under the Sub-Clause 3.3 of these instructions.
- ii) The affidavit required under Clause 3.5 of these instructions.
- iii) The documents and certificates for other Parties as required under Clause 3.6 of these instructions.

Signature :

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

Date:

3

FORM 4.6.14.3

CASH FLOW SCHEDULE

Under this section heading the Tenderer has to submit an overall cash flow schedule including all works sections.

The Tenderer shall submit a non-binding estimate of the contract value of the Works executed and the Contractor's Documents produced up to the end of each month of the contract (as Clause 14 of the Conditions of Contract). This shall be based on his Breakdown of tender price and his tender programme.

The selected Contractor in accordance with the provisions of the Contract shall then update the cash flow estimation.

Cash flow estimation:

	Months							
	1	2	3	41
Net amounts due to the Contractor								

Signature

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

Date

FORM 4.6.14.4

TENDERER'S PROPOSED TRAINING PROGRAMME

The Tenderer shall submit the necessary information regarding the training of the staff of the Beneficiary to be priced in Volume IV.

In case the training is subcontracted, information shall also be given concerning the proposed Sub-Contractor.

Equipment	Type of Training	Location of the Training	Duration of the Training	Personnel to be trained	Remarks

Signature

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

Date

FORMS 4.7
CONFIRMATION DOCUMENTS

FORM 4.7.1

CONDITIONS OF CONTRACT

The Tenderer must insert here, initialled by the person authorized to sign the Tender:

- ◆ the first page of the General Conditions;
- ◆ each page of the Particular Conditions of Contract.

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