

## Section 4 - Bidding Forms

This Section contains the forms which are to be completed by the Bidder and submitted as part of his Bid.

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## Letter of Bid

Date:

CTB No.: **CTB C**

To: **CENTRAL TENDER BOARD, MINISTRY OF FINANCE AND TREASURY**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) 8;
- (b) We offer to execute in conformity with the Bidding Documents the following Works:
- (c) The total price of our Bid, excluding any discounts offered in item (d) below is:
- (d) The discounts offered and the methodology for their application are:
- (e) Our bid shall be valid for a period of **120 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) A construction and product warranty of 2 years from the date of commissioning will be provided by the bidder to the client (Ministry of Environment, Climate Change, Disaster Management and Meteorology)
- (g) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities in accordance with ITB 4.2.
- (h) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3;
- (i) We are not participating, as a Bidder in more than one bid in this bidding process in accordance with ITB 4.3(e), other than alternative offers submitted in accordance with ITB 13;
- (j) Our firm, its affiliates or subsidiaries, including any Subcontractors or Suppliers for any part of the contract, has not been declared ineligible by ADB, under the Employer's country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (k) We are not a government owned entity / We are a government owned entity but meet the requirements of ITB4.5; \*

- (l) 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; and
- (m) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (n) We agree to permit MOFT or its representative to inspect our accounts and records and other documents relating to the bid submission.
- (o) If our Bid is accepted, we commit to mobilizing key equipment and personnel in accordance with the requirements set forth in Section 6 (Employer's Requirements) and our technical proposal, or as otherwise agreed with the Employer.

Name .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

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\* Use one of the two options as appropriate

## Schedules

For Construction of Solar PV and Diesel Power Hybrid Power System at Selwyn College  
Please complete the tables below as part of the bid submission.

### Bid Price

	A	B	C
Name of Payment Currency	Amount of Currency	Rate of Exchange to Local Currency	Local Currency Equivalent $C = A \times B$
BID PRICE SBD			
BID PRICE EUR			

#### - Note -

The rates of exchange shall be those specified in BDS 15.

### Cost Summary

Cost Item	Total Value SBD	Total Value EUR
Materials		
International Freight		
Domestic Freight, Ports Charges		
Civil Works & Hire of Machinery		
Personnel Costs		
Transport and Accommodation		
Other Installation Costs		
Commissioning Costs		
Costs of Monitoring, Including December 2019 visit		
<b>Total Costs/Bid Price</b>		

### Schedule of Payments

<b>Milestone</b>	<b>Percentage of Contract Value</b>	<b>Total Value SBD</b>	<b>Total Value EUR</b>
<b>Signature of Contract</b>	10%		
<b>Receipt of Bill(s) of Lading for All Goods to Honiara</b>	30%		
<b>Establishment of works on site (includes arrival of all goods, required tools and personnel to Selwyn College)</b>	20%		
<b>Commissioning and agreed acceptance of commissioning report</b>	30%		
<b>Completion of service and report of performance in December 2019</b>	10%		
<b>Sum Total (Bid Price)</b>			

# Bill of Quantities

#	Item Description	Technical description – attached relevant details	Quantity	Unit Price (SBD)	Total Price (SBD)	Unit Price (EUR)	Total Price (EUR)
1	PV Array	<enter all components of PV Array>					
		...					
2	Three Phase PV Inverter with Display	<enter all components of 3-phase inverter with display >					
		....					
3	Battery Inverter/Charger Unit	<enter all components of Battery Inverter/Charger>					
		...					
4	Battery Bank	<enter all components of Battery Bank>					
5	Ground Mount Racking System	<enter all components of Ground Mount Racking System>					
6	Balance of System	<enter all balance of system components required to ensure function solar PV hybrid system>					

# Technical Proposal

**Personnel**

**Equipment**

**Site Organization**

**Method Statement/Safety Plan**

**Technical Approach and Work Plan**

**Construction Schedule**

**Others**



## Personnel

### Form PER – 1: Proposed Personnel

Bidder shall provide the details of the proposed personnel and their experience records in the relevant Information Forms below for each candidate, noting the mandatory requirement to have a minimum of 3 Solomon Island national staff employed in the construction of the hybrid over the entire course of the onsite works.

1.	Title of position*
	Name
2.	Title of position
	Name
3.	Title of position
	Name
4.	Title of position
	Name
5.	Title of position
	Name
6.	Title of position
	Name
etc.	Title of position
	Name



## Equipment

### Form EQU: Equipment

The Bidder shall provide adequate information and details to demonstrate clearly that it has the capability to meet the equipment requirements indicated in Section 6 (Employer's Requirements), using the Forms below. A separate table shall be prepared for PV Modules, Three Phase Grid Interactive PV Inverter, Battery Inverter/Battery Charging Unit, Battery Bank, Ground Mounted PV Structure, PV Cable and Battery Cable. Please note, bidders are also required to supply supporting documentation to show that their selected equipment is compliant with the Employer's Requirements in section 6.

Finally, if pile drivers, or specialized machinery is required for any part of this construction, then please detail these in separate tables.

Item of Equipment		
<b>Equipment Information</b>	<b>Name of manufacturer</b>	<b>Model and rating</b>
<b>Proof of Compliance to Specifications in Section 6</b>	Please detailed the required standards (as per Section 6), and the source and page number that confirms compliance here.	

## **Site Organisation**

The bidder is to fill in the headings below to detail how they will ensure a safe work site during the Construction of Solar PV and Diesel Power Hybrid Power System at Selwyn College.

### Protecting the Public:

Provide specific information of the measures to be taken for protecting members of the public on site and preventing access by unauthorised people, including children.

### Materials Storage and Waste Management:

Provide specific information on storing materials securely and safely to prevent hazards and make sure that waste is removed and disposed of safely.

### Welfare:

Provide specific information to ensure bidder's construction staff have their welfare (food, water, toilet, shelter and health) needs met on site.

## **Method Statement/Work Safety Plan**

All companies are to submit their work-safe policies, and detail how they plan to ensure the safety of all contractors and personnel on site during the construction of the Solar PV and Diesel Hybrid Power System at Selwyn College.

The safety plan, at a minimum, must include:

- **Description of works to be undertaken as part of the construction of the hybrid power system**
- **The projected/possible hazards from these works, and the measures undertaken to minimize these**
- **The work staff, and the training/measures that will be applied to ensure that will be applied to ensure they are safe**

## Work Plan and Construction Approach

The bidder is to outline their work plan and construction approach in the supply and construction of the PV-diesel hybrid power system at Selwyn College. With reference to section 6 (Employer's requirements), bidders are to supply the following information as part of their work plan.

Bidders are required to submit the following documents and drawings as part of their bid:

- Single line diagram for the complete PV hybrid system
- Wiring diagram for the complete PV hybrid system
- Calculation of expected cable losses, verifying that these are within the parameters specified
- Section showing that all protection devices for the system are in compliance with AS 4509.1-2, AS 4777 and other standards as specified in Section 6
- Commissioning Checklist for the PV hybrid system for energising of system
- Technical drawings and civil engineering certificates for ground mount structure for PV array that show compliance with specifications detailed in Section 6

## **Construction Schedule**

Please provide a construction schedule/gantt chart, dated week 1 from the signature of contract. Provide detail on the timeframes for all activities that comprise the steps in construction of the PV-hybrid system at Selwyn College to the commissioning of the hybrid system.

**Other Documentation**

In support of their bid, bidders are also required to submit:

- A. Company profile document
- B. Companies are required to provide certified copies of Certificate of Registration, Honiara City Council License, Letter confirm tax identification number from SIG, Public Liability Insurance Certificates; Professional Indemnity insurance
- C. Solomon Islands Electrical Contractors Licenses
- D. Business Partnership: Companies that bid as a partnership should provide a signed declaration stating the details of the partnership, and which company would carry out which components of the work plan. Bidders should submit written evidence for the experience and qualifications of business partners if they want to engage in civil and electrical works. The partner should be a Certified Structure Engineer for civil works and Licensed contractor for electrical works with proven track records.
- J. Warranty: Companies should provide 24 month warranty and guarantee for mini-grid system including PV System, Generator, Battery, Inverters and pre-paid meters.
- K. Companies should provide operator's manual, technical literatures & brochure the servicing guide and troubleshooting manual. Each components booklet clearly explaining detail conditions of each component. All this booklets should be in ENGLISH and not in the manufacturer's language



## **Bidders Qualification**

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

### Form ELI - 1: Bidder's Information Sheet

Bidder's Information	
<b>Bidder's legal name</b>	
<b>In case of JV, legal name of each partner</b>	
<b>Bidder's country of constitution</b>	
<b>Bidder's year of constitution</b>	
<b>Bidder's legal address in country of constitution</b>	
<b>Bidder's authorized representative</b> (name, address, telephone numbers, fax numbers, e-mail address)	
<p><b>Attached are copies of the following original documents.</b></p> <p><input type="checkbox"/> 1. In case of single entity, company registration certificate of company named above</p> <p><input type="checkbox"/> 2. Authorization to represent the firm or JV named above</p> <p><input type="checkbox"/> 3. In case of JV or partnership, letter of intent to form JV/partnership or JV/partnership agreement</p> <p><input type="checkbox"/> 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with ITB 4.5.</p>	

**Form ELI - 2: JV Information Sheet**

Each member of a JV/partership and Specialist Subcontractor must fill in this form

<b>JV / Specialist Subcontractor Information</b>	
<b>Bidder's legal name</b>	
<b>JV Partner's or Specialist Subcontractor's legal name</b>	
<b>JV Partner's or Specialist Subcontractor's country of constitution</b>	
<b>JV Partner's or Specialist Subcontractor's year of constitution</b>	
<b>JV Partner's or Specialist Subcontractor's legal address in country of constitution</b>	
<b>JV Partner's or Specialist Subcontractor's authorized representative information</b> (name, address, telephone numbers, fax numbers, e-mail address)	
<p><b>Attached are copies of the following original documents.</b></p> <p><input type="checkbox"/> 1. Company registration certificate of the legal entity named above</p> <p><input type="checkbox"/> 2. In the case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.</p>	

Specialist Subcontractor is a specialist enterprise engaged for work and processes which cannot be provided by the main Contractor.

**Form LIT – 1: Pending Litigation and Arbitration**

Each Bidder or member of a JV must fill in this form if so required under Criterion 2.2 of Section 3

Pending Litigation and Arbitration			
<input type="checkbox"/> No pending litigation and arbitration. <input type="checkbox"/> Below is a description of all pending litigation and arbitration involving the Bidder (or each JV member if Bidder is a Joint Venture).			
Year	Matter in Dispute	Value of Pending Claim in US\$ Equivalent	Value of Pending Claim as a Percentage of Net Worth

(Evaluation and Qualification Criteria).

**Form FIN - 1: Historical Financial Performance**

Each Bidder or member of a JV must fill in this form

**Information from Balance Sheet**

<b>Year</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			

**Information from Income Statement**

<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

- Attached are copies of financial statements for the last \_\_\_\_\_ years, as indicated above, complying with the following conditions.
- Unless otherwise required by Section 3 of the Bidding Document, all such documents reflect the financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries or affiliates.
  - Historic financial statements must be audited by a certified accountant (for overseas companies)
  - Historic financial statements must be in-line with those received by IRD for tax purposes (for Solomon Islands companies)
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Form FIN - 2: Average Annual Turnover**

<b>Annual Turnover Data for the Last . . . . Years</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange Rate</b>	<b>SBD Equivalent</b>
<b>Average Annual Construction Turnover</b>			

Each Bidder or member of a JV must fill in this form

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to SBD at the rate of exchange at the end of the period reported.

**Form FIN – 3: Availability of Financial Resources and Financial Resources Requirement**

The Bidder must have liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than fifty per cent (50%) of the total tender price. Liquid assets can also include un-paid contract-milestone payments.

Specify proposed sources of financing, such as liquid assets,<sup>1</sup> lines of credit, and other financial resources, available to meet the financial resources requirement indicated in above.

Financial Resources		
No.	Source of financing	Amount (SBD equivalent)
1		
2		
3		

<sup>1</sup>

*Liquid Assets mean cash and cash equivalents, short-term financial instruments, short-term available-for-sale-securities, marketable securities, trade receivables, short-term financing receivables and other assets that can be converted into cash within one year.*





**Form EXP – 1: Contracts of Similar Size and Nature**

Fill up one (1) form per contract.

Contract of Similar Size and Nature		
<b>Contract No . . . . . of . . . . .</b>	<b>Contract Identification</b>	
<b>Award Date</b>	<b>Completion Date</b>	
<b>Total Contract Amount</b>	<b>SBD</b>	
<b>If partner in a JV or subcontractor, specify participation of total contract amount</b>	<b>Percent of Total</b>	<b>Amount</b>
<b>Employer's Name Address Telephone/Fax Number E-mail</b>		
Description of the similarity in accordance with Criteria 2.4.1 of Section 3		

**Form EXP - 2: Construction Experience in Key Activities**

Fill up one (1) form per contract

Contract with Similar Key Activities		
<b>Contract No . . . . . of . . . . .</b> .	<b>Contract Identification</b>	
<b>Award Date</b>	<b>Completion Date</b>	
<b>Total Contract Amount</b>	<b>SBD</b>	
<b>If partner in a JV or subcontractor, specify participation of total contract amount</b>	<b>Percent of Total</b>	<b>Amount</b>
<b>Employer's Name</b> <b>Address</b> <b>Telephone Number</b> <b>Fax Number</b> <b>E-mail</b>		
Description of key activities in accordance with Criteria 2.4.2 of Section 3		