**VOLUME 1**

**SECTION 4**

# FORMS 4.6.1 TO 4.6.7

# TECHNICAL QUALIFICATIONS

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SECTION 4

# 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 ........................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

VOLUME 1

SECTION 4

# 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)** | **Employed by (in case of a joint tender, indicate the name of the consortium member employing the staff)** |
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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 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:

Address (phone/fax/e-mail):

6. Education:

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

7. 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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8. Membership of professional bodies:

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

10. Current position:

11. Years of professional experience:

12. Key qualifications:

13. Specific experience in developing countries:

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

|  |  |
| --- | --- |
| **Date: from (month/year) to (month/year)** |  |
| **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

# 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.

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 5 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[[2]](#footnote-2)** | **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[[3]](#footnote-3)** Please attach here 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

# 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 7 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 4.6.6

# 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 4.6.7

# 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. Amounts actually paid, without the effect of inflation. [↑](#footnote-ref-2)
3. Please see point 4 in Instructions to Tenders if documentary evidence/proof is needed. [↑](#footnote-ref-3)