**SECTION VI: RETURNABLE SCHEDULES**

**Instructions for completing the returnable Schedules**

* Bidders are required to complete all the returnable Schedules, sign them and return them as part of their quotation submission by uploading each returnable Schedule under the relevant entry in the document checklist tab in the UNOPS eSourcing system. The bidder shall fill in all forms in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.
* Content to be completed in each returnable Schedule is highlighted in grey, either with or without additional instructions in brackets, as shown in the examples below and should be completed by fully replacing all the grey highlights with the relevant text. Additional instructions are also highlighted in grey and should be deleted prior to completion. The final version of these Schedules should not include any grey highlights.  
    
  Without additional instructions (example before completion):
* Lot 1

**Amount in words:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Amount in figures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Lot 2

Without additional instructions (example after completion):

**Amount in words:** Seven million five hundred twenty thousand

**Amount in figures:** 7,520,000

With additional instructions in brackets (example before completion):

“... duly authorized by [insert name of bidder] to sign this quotation …”

With additional instructions in brackets (example after completion):

“... duly authorized by ABC, Inc. to sign this quotation …”

With check box selections to be made (example before completion):

[To select an option, put an **X** over the relevant blank box]

Schedule 0.1 [*Quotation Submission Declaration*] YES NO N/A  
Schedule 0.2 [*Bidder's Information*] YES NO N/A

With check box selections to be made (example after completion):

Schedule 0.1 [*Quotation Submission Declaration*] **X** YES NO N/A  
Schedule 0.2 [*Bidder's Information*] **X** YES NO N/A

**SCHEDULE 0: RFQ SCHEDULES**

**0.1 Quotation Submission Declaration**

**Submission date:** \_\_\_/\_\_\_/\_\_\_

**Subject:** **RFQ for Construction of Plum Concrete Surface Streets in District 8 of Kandahar city (2 Lots) - Afghanistan**

**RFQ ref. No. RFQ/2024/55240**  dated [insert date]

We, the undersigned, declare that:

* We have examined and have no reservations regarding the quotation documents, including amendments No.: [Insert the number and issuing date of each amendment];
* We offer to execute the Works in conformity with the quotation documents, including the Conditions of Contract and in accordance withSection IV: Schedule of Details;
* Our quotation shall be valid for the period of **60 days** from the date fixed for the deadline for quotation submission as set out in the Particulars, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
* If our quotation is accepted, and if so requested in the Particulars, we commit to obtaining a Performance Security, in accordance with Section IV: Schedule of Details, Schedule 1.1 [*Details Provided by the Employer*] and the General Conditions of Contract;
* We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
* We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
* Our entity confirms that we the bidder and the subcontractors identified have not been associated or have not been involved in any way, directly or indirectly, with the preparation of the design, terms of reference and/or other documents used as a part of this solicitation;
* We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
* Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – have not been declared ineligible by UNOPS, nor are they included in the suspended/ineligibility list in accordance with Section I: Instructions to Bidders, Article 4 [*Bidder Eligibility*];
* We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded;
* We understand that UNOPS is not bound to accept the lowest priced evaluated quotation or any other quotation that UNOPS may receive.

I, the undersigned, certify that I am duly authorized by [insert name of bidder] to sign this quotation and bind [insert name of bidder] should UNOPS accept this quotation:

| **Name:** |
| --- |
| **Title:** |
| **Date:** |
| **Signature:**  [Stamp this form with official stamp of the bidder] |

**0.2 JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

**RFQ reference No.:**  **RFQ/2024/55240**

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

Subject: **RFQ for Construction of Plum Concrete Surface Streets in District 8 of Kandahar city (2 Lots) - Afghanistan**

(To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/ Consortium/ Association)

JV / Consortium/ Association Information

Name

Names of each partner and contact information

(address, telephone numbers, fax numbers, e-mail address)

Name of leading partner (with authority to bind the JV, Consortium, Association during the pre-qualification and subsequent bidding process and, in the event a Contract is awarded, during contract execution)

Proposed proportion of responsibilities between partners (in %) with indication of the type of the Works to be performed by each

Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/ Consortium/ Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**0.3 CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED**

**0.3.1 – PREVIOUS SIMILAR CONSTRUCTION EXPERIENCE**

RFQ Case No.: **RFQ/2024/55240**

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important note to bidders: Bidder shall provide information on all similar contracts that have been completed during the last 8 years. In case of JV, all joint venture members combined must meet the requirement.

*Criterion: Previous experience: Bidders should have successfully completed at least one (1) similar works as described in the RFQ Section V: Requirements as a prime contractor within Afghanistan from 2015 to the bid opening date.*

*The Bidder shall fill out the RS 0.3.1, and attach documentary evidence to demonstrate successful completion of the project. The document may include Work Award Order, Completion Certificate, bidder’s involvement in the referenced project and pictures of the completed contract*

| **Previous Similar Construction Experience** | | | | |
| --- | --- | --- | --- | --- |
| Start date | Completion date | Total value of works the Contractor was responsible for | Contract Name and title  Brief Description of the Works Executed by the Bidder  Contact details of Employer: (Name, address, telephone, e-mail) | Role of Bidder (Prime or sub) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**0.3.2 - ANNUAL TURNOVER**

**RFQ Case No.: RFQ/2024/55240**

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important note to bidders**: The information supplied should be the relevant information 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 USD at the rate of exchange at the end of the period reported. In case of Joint Venture (JV), all joint venture members combined must meet it;

*Financial capability - Annual Turnover: Annual Turnover: The annual turnover of the company in any one of the last five [5] years(2019 to 2023) shall be at least* ***USD 100,000*** *per lot.*

*In case a bidder submits bids for more than one Lots, the requirement shall be cumulative for the number of lots submitted.*

| **Annual Turnover Data for the Last 5 Years (Construction Works only)** | | | |
| --- | --- | --- | --- |
| Year | Amount  Currency | Exchange  Rate | USD  Equivalent |
| 2019 |  |  |  |
| 2020 |  |  |  |
| 2021 |  |  |  |
| 2022 |  |  |  |
| 2023 |  |  |  |

**0.3.3 - CURRENT CONTRACT COMMITMENTS**

**RFQ Case No.: RFQ/2024/55240**

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important note to bidders**: Bidder shall provide information on his current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued. If Bid is submitted by a Joint Venture, this information has to be provided separately for each member of the JV.

***Capacity to undertake this contract within current workload:*** The Cumulative Work Capability [CWC] of the Bidder shall be at least **USD 50,000** per lot.The CWC is calculated as follows: (Cumulative work capability) = (Highest annual turnover in any one of the last five [5] years) (2019 to 2023) – (current commitments).In case of Joint Venture (JV), all joint venture members combined must meet it;

**In case a bidder submits bids for more than one lot, this requirement shall be cumulative.**

*Please note:*

* The current commitment includes the value of all the works at hand (RS 0.3.3) and ongoing contracts / awards, awarded within 2 calendar months from the bid opening date and cases under review and recommendation for ongoing tenders (closed but not completed) under this project.

| **Current Contract Commitments** | | | | | |
| --- | --- | --- | --- | --- | --- |
| No | Name & description of Contract | Contact details of Employer (Name, Address, Tel, E-mail) | Contract Amount (US$) | Value of remaining work (US$) | Estimated Completion Date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**0.4 Performance Statement**

**RFQ reference No.:**  RFQ/2024/55240

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

| **Contract No.: [#######]** | |
| --- | --- |
| **Contract awarded by**  (full address of the Client) |  |
| **Contract date** (DD/MM/YY) |  |
| **Description of Scope of Works** |  |
| **Value of Contract** |  |
| **Date of completion** | * **As per Contract:** * **Actual:** |
|
| **Remarks indicating satisfaction on performance, reasons for late completion or any other, if any** |  |

| **Contract No.: [#######]** | |
| --- | --- |
| **Contract awarded by**  (full address of the Client) |  |
| **Contract date** (DD/MM/YY) |  |
| **Description of Scope of Works** |  |
| **Value of Contract** |  |
| **Date of completion** | * **As per Contract:** * **Actual:** |
|
| **Remarks indicating satisfaction on performance, reasons for late completion or any other, if any** |  |

| **Name:** |
| --- |
| **Title:** |
| **Date:** |
| **Signature:** |

**Please Note**

* Bidder to provide additional information on the previous works completed per the information provided in the Returnable Schedule 0.3.1 – Previous Similar Construction Experience.
* Bidder to submit each 0.4 Performance Statement for each previous experience submitted in the RS 0.3.1.

**0.5 Bid Securing Declaration**

Date: [Insert date]

Tender reference number: **RFQ/2024/55240**

Project title: **RFQ for Construction of Plum Concrete Surface Streets in District 8 of Kandahar city (2 Lots) - Afghanistan**

We, the undersigned, declare that:

* We understand that, according to your conditions, offers must be supported by a bid securing declaration.
* We accept that we could be declared ineligible to participate in future UNOPS tenders in accordance with the regulations stipulated in the Procurement Manual section 3.3 Vendor Ineligibility if we violate our obligation (s) under the conditions of the offer if:
* we withdraw our offer during the period of the offer validity specified by us in the offer submission form; or
* we do not accept the correction of errors in accordance with the Instructions to Bidders in the bidding documents; or
* after having been notified of the acceptance of our offer during the period of bid validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) we do not supply or refuse to provide the performance security.
* We understand that this bid securing declaration will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your notification with the name of the successful bidder; or (ii) twenty-eight days have elapsed after the expiration of our offer.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**0.6 Dispute Details**

**RFQ reference No.:**  **RFQ/2024/55240**

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

**ATTENTION:**

Bidders shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g., mediation or arbitration) or is the subject of litigation in any court locally or internationally. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.

|  |
| --- |

| **Name:** |
| --- |
| **Title:** |
| **Date:** |
| **Signature**: |

**0.7 Acknowledgement of the Addenda**

**RFQ reference No.:**  **RFQ/2024/55240**

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

We acknowledge receipt of the following addenda, which have been taken into account in preparing the quotation:

| **Addendum Number** | **Dated** |
| --- | --- |
|  |  |
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|  |  |

| **Name:** |
| --- |
| **Title:** |
| **Date:** |
| **Signature:** |

**0.8 Bidder's Information**

**RFQ reference No.:**  **RFQ/2024/55240**

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

| **Full legal name of bidder** |  |
| --- | --- |
| **Year the entity was established** |  |
| **Address of registered office** |  |
| **Name of bidder representative** |  |
| **Has the entity ever filed or petitioned for bankruptcy?** | ☐ Yes ☐ No |
| * If “Yes”, please explain in detail the reasons why, filing date and current status. |  |
| **Does the entity have an actual or potential conflict of interest in this procurement process?** (Refer to **Section I: Instructions to Bidders**, Article 4 [*Bidder Eligibility*] for details on conflict of interest.) | ☐ Yes ☐ No |
| * If “Yes”, please provide details on the entity’s actual or potential conflict of interest. |  |

As part of the quotation, it is desired that the bidder fills out the registration on the [United Nations Global Marketplace (UNGM) registration website](https://www.ungm.org/Account/Registration).

If the bidder is already registered with UNGM, please provide the UNGM registration number in the table below. Please also ensure that the entity’s information on UNGM is current.

The bidder may still submit a quotation even if not registered with the UNGM. However, if the bidder is selected for the Contract award, the bidder must register on UNGM before signing the Contract.

| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No |
| --- | --- |
| * If “Yes”, insert the UNGM vendor number |  |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No |

* **Contact details of persons that UNOPS may contact for requests for clarification during quotation evaluation:**

| **Name and surname** |  |
| --- | --- |
| **Title** |  |
| **Telephone number (direct)** |  |
| **Email address (direct):** |  |

**ATTENTION: This person must be available during the two weeks following receipt of the quotation.**

| **Name:** |
| --- |
| **Title:** |
| **Date:** |
|  |

### 0.9 Self-disclosure

**RFQ reference No.:**  [RFQ/2024/55240]

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

[To select an option, put an **X** over the relevant blank box]

| **Ref.** | **Critical area** | **Response** | **Comments** |
| --- | --- | --- | --- |
| **1** | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgment or pending legal action against them, which could impair operations in the foreseeable future? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **2** | Has the entity or individual been found (or is awaiting a judgment or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **3** | Has the entity or individual been found (or is awaiting a judgment or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **4** | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **5** | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **6** | Does the entity or individual have a conflict of interest, as provided in Section I: Instructions to Bidders, Article 4 [*Bidder Eligibility*], that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardize their performance in carrying out their obligations under the agreement? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **7** | Has the entity or individual been found (or is awaiting a judgment or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organization; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **8** | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **9** | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |
| **10** | Has the entity or individual been found (or is awaiting a judgment or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | ☐ YES  ☐ NO | [If the response is ‘Yes’, provide an explanation.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in exclusion from this procurement process.

| **SIGNED** by |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

**SCHEDULE 1: CONTRACT DETAILS**

**1.2 Details Provided by the Contractor**

| **Clause No.** | **Description** | **Details** |
| --- | --- | --- |
| **5** | Contract Price | **Bidder to provide information for ALL the lot submitted a quotation**  **Lot 1**  **Amount in words:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Amount in figures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Lot 2  Amount in words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount in figures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2** | Contractor’s Representative | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3** | Contractor’s address for communication | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SCHEDULE 4: CONTRACT SCHEDULES FROM THE BIDDER**

**4.1 Quantities and Rates**

4.1.A Bill of Quantities

*Bidder are required to fill the Schedule 9.1 attached as:*

* ***Lot-1 Section V Annex 9.1 BOQ-KDR-D8-SP01.xlsm***
* ***Lot-2 Section V Annex 9.1 BOQ-KDR-D8-SP02***

*(Details including description, quantities and unit rates of items - including preliminaries and provisional sums)*

| * **Bidder to refer to the document Minor Works RFQ Section V Annex 9.2 per lot for the Preamble to the Bills of Quantities included under the document section of the e-sourcing for guidance on the filling the Bill of Quantities (BOQ)**   **Important Note:**   * **Item No. 1 & series No. 1116j “Environment and Social Management“ is a provisional sum. Therefore, the required amount in the BoQ has been fixed by UNOPS. The bidders are not required to provide a rate for this item.** * **Please refer to general note No. 1 in BoQ while quoting unit price for Item 1314.01A unskilled labour & Item 1314.01B skilled labour.** * **Bidders are required to submit the Annex 9.1 - BoQ in both PDF and excel (soft copy). If there are any differences between the pdf and soft copy, the pdf will take precedence.** * **Bidder to submit the Annex 9.1 BOQ for all the lots the bidder is submitting quotation** |
| --- |

4.1.B Daywork Schedule

*(Details in accordance with Clause 7 of the General Conditions)*

**Not applicable**

**4.2 Method Statement**

| **4.2.1 - Contractors Quality Management Plan:**  The bidders are required to fill and submit the Schedule 4.2.1 Annex 10 - Quality Management Plan as an agreement to comply with the UNOPS Quality Management Strategy once the contract is awarded to and signed by the contractor.  Please Note:   * Once the contract is awarded, the awarded vendor will fill the Quality Management Plan according to the contract requirements with the consideration of UNOPS Quality Management Strategy for UNOPS Engineer’s review and approval. * UNOPS will provide training for ALL staff on the Quality Management Plan   **4.2.2 - Contractors' Work Plan**  The bidder is required to submit a work plan (in the form of a Gantt Chart) to complete the works in:   | Lot # | Description of Lot | Duration, calendar days | | --- | --- | --- | | 1 | Construction of Ghafaar Market plum concrete surface street with total length of 360m in Gozar #2, District #8, Kandahar city, | 90 | | 2 | Construction of Gilan plum concrete surface street with total length of 410m in gozar #1,  district #8, Kandahar city | 105 |   Please note:   * The contractor’s work plan shall consist of work breakdown structures (WBS), activities, activities duration, considering the total project duration given in the RFQ, project nature (labor intensive), and project’s site climatic and environmental requirements. * The works for each lot will be done independent of each other and therefore bidders need to submit separate work plans for each lot in which the bidder is participating.   Notes: The following documents are required to be provided by the contractor after award and signing the contract and the contractor is not required to submit it at the time of bid submission.   * The contractor is also required to carry out the topographic survey and prepare required maps as instructed by the UNOPS Engineer. * The contractor and UNOPS will conduct a joint inspection from the site upon the issuing of NTP but before the commencement of works the contractor will provide the joint inspection report to UNOPS Engineer review and approval. * The contractor will also provide a resource allocation plan for laborers management considering the total amount of labor days stipulated in the BOQ. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**4.3 Contractor's Machinery and Equipment**

*(Details of Contractor’s equipment and machinery)*

**RFQ Case No.: RFQ/2024/55240**

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bidder shall provide adequate information to clearly demonstrate that it has all the necessary key equipment as listed as below.

List of key equipment/machinery/tools/survey equipment for the Project (subject for evaluation during the tender process) per lot.

**Lot -1 Contractor's Machinery and Equipment**

| **S/N** | **Description of key Equipment / Machinery / Tools** | **Required Quantity** | **Bidder to indicate quantity offering** | **Bidder to indicate if the equipment is owned or rental or lease. Bidder to submit evidence of agreement, if need be** |
| --- | --- | --- | --- | --- |
| 1 | Dump Truck in small size | 3 | [insert details] | [insert details] |
| 2 | Concrete Mixer (Small Size) | 2 | [insert details] | [insert details] |
| 3 | Graders with suitable size | 1 | [insert details] | [insert details] |
| 4 | Rollers as required | 1 | [insert details] | [insert details] |
| 5 | Others (check and clarify) bidder may add other equipment | Various | [insert details] | [insert details] |

**Lot -2 Contractor's Machinery and Equipment**

| **S/N** | **Description of key Equipment / Machinery / Tools** | **Required Quantity** | **Bidder to indicate quantity offering** | **Bidder to indicate if the equipment is owned or rental or lease. Bidder to submit evidence of agreement, if need be** |
| --- | --- | --- | --- | --- |
| 1 | Dump Truck in small size | 3 | [insert details] | [insert details] |
| 2 | Concrete Mixer (Small Size) | 2 | [insert details] | [insert details] |
| 3 | Graders with suitable size | 1 | [insert details] | [insert details] |
| 4 | Rollers as required | 1 | [insert details] | [insert details] |
| 5 | Others (check and clarify) bidder may add other equipment | Various | [insert details] | [insert details] |

**4.4 Proposed Project Team and Organizational Structure**

**4.4.1 Contractor Project Team**

**RFQ Case No.: RFQ/2024/55240**

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note to bidders: Bidder shall set out below:*

the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel using the form provided in Part II of this Returnable Schedule;

**Key Personnel** (Bidder to submit CVs and educational certificates for ALL the key personnel to establish requirements)

**In case a bidder submits bids for more than one RFQ/Lot, it shall be required to propose different personnel for each RFQ/Lot. If the same team is proposed for more than one RFQ/Lot, UNOPS shall consider such bidder only for one of those RFQs/Lot.**

The Contractor may be required to replace the key personnel during the implementation of the contract, therefore, the replacement shall fulfill the minimum requirement of schedule 4.4.1 and shall be reviewed and approved by UNOPS Engineer.

**Lot-1: Contractor Project Team**

| **No.** | **Position:** | **No. of personnel required** | **Minimum Qualifications and Experience** | Bidder to provide the information | |
| --- | --- | --- | --- | --- | --- |
| Proposed names | Minimum Qualifications and Experience |
| 1 | Project Manager | 1 | BSc in Civil Engineering or relevant field with minimum of 6 years of general experience and 3 years of similar working experience in project management and construction field. | *[Insert Names]* | *[Bidder to Insert ]* |
| 2 | Quality Control Engineer | 1 | BSc in Civil/Architectural Engineering with minimum of 6 years of general experience and 3 years of similar working experience in the field of quality control, quality assurance, or construction management. | *[Insert Names]* | *[Bidder to Insert ]* |
| 3 | Health, safety, social and environment Officer | 1 | Bachelor degree in relevant field with minimum 3-years’ of general working experience and 2 years of similar working experience in the field of Health, safety, social and environment. | *[Insert Names]* | *[Bidder to Insert ]* |
| 4 | Community Liaisons **(Male)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |
| 5 | Community Liaisons **(Female)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |
| 6 | Community Liaisons **(Female)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |

**Lot-2: Contractor Project Team**

| **No.** | **Position:** | **No. of personnel required** | **Minimum Qualifications and Experience** | Bidder to provide the information | |
| --- | --- | --- | --- | --- | --- |
| Proposed names | Minimum Qualifications and Experience |
| 1 | Project Manager | 1 | BSc in Civil Engineering or relevant field with minimum of 6 years of general experience and 3 years of similar working experience in project management and construction field. | *[Insert Names]* | *[Bidder to Insert ]* |
| 2 | Quality Control Engineer | 1 | BSc in Civil/Architectural Engineering with minimum of 6 years of general experience and 3 years of similar working experience in the field of quality control, quality assurance, or construction management. | *[Insert Names]* | *[Bidder to Insert ]* |
| 3 | Health, safety, social and environment Officer | 1 | Bachelor degree in relevant field with minimum 3-years’ of general working experience and 2 years of similar working experience in the field of Health, safety, social and environment. | *[Insert Names]* | *[Bidder to Insert ]* |
| 4 | Community Liaisons **(Male)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |
| 5 | Community Liaisons **(Female)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |
| 6 | Community Liaisons **(Female)** | 1 | Candidates must possess a minimum of a 12th Grade School degree and have at least one project-related working experience in the field of community liaison. | *[Insert Names]* | *[Bidder to Insert ]* |

**4.4.2 – Resume Form for Key Personnel**

**RFQ Case No.: RFQ/2024/55240**

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Company shall provide details of the proposed personnel and their experience records in the following resume form:

**Bidder are required to submit for each personnel under each lot**

* **Project Manager (1 person). Bidder to submit detailed CV for the designated personnel.**

| Position | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
| --- | --- | --- |
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**Quality Control Engineer (1 Person). Bidder to submit detailed CV for the designated personnel**

| Position | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
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**Health, safety, social and environment Officer (1 Person). Bidder to submit detailed CV for the designated personnel**

| Position: | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
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**Community Liaisons (Male and Females) 3 (One Male and Two Females). Bidder to submit detailed CV for the designated personnel**

| Position: | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
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| Position: | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
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| Position: | | |
| --- | --- | --- |
| Personnel information | Name | Date of birth |
|  | Professional qualifications | |
| Present employment | Name of employer | |
|  | Address of employer | |
|  | Telephone | Contact (manager / personnel officer) |
|  | Fax | E-mail |
|  | Job title | Years with present employer |

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| From | To | Company / Project / Position / Relevant technical and management experience |
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**4.5 Insurance Details and Insurances** *(Details in accordance with Clause 16 of the General Conditions)*

**RFQ Case No.: RFQ/2024/55240**

**Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note to bidders: Bidders are to provide details of their insurance policies if they have any at the time of preparing their Bid. If selected, Bidders will have to comply with the insurance requirements as set out in Schedule 3.5 of the Draft Contract and Clause16 of the General Conditions of the Contract. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of bids, including amounts of any deductibles and all exclusions.*

Please select one of the following three options;.

**Option 1:** We hereby confirm that we possess the required insurances as set out in Schedule 3.5 and clause16 of General Conditions of the Contract and the details are provided below (Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of offers, including amounts of any deductibles and all exclusions):

**Option 2:** We hereby inform you that we do not possess the required insurance policies at the time of submission of this bid. We hereby confirm that in case a contract is awarded to us for the execution of the subject works, the required insurances as set out in Schedule 3.5 of the Contract and Clause16 of the General Conditions of the Contract shall be procured and maintained by us, as necessary.

**Option 3:** We hereby inform you that we do not possess the required insurance policies at the time of submission of this bid. We hereby inform you that in case a contract is awarded to us for the execution of the subject works, we shall declare ourselves as self-insured and shall abide by the minimum requirements, as stated in Schedule 3.5 of the Contract and Clause16 of the General Conditions of the Contract.

**Third Party Liability Insurance**

| Name of Insurer: |  |
| --- | --- |
| Policy No.: |  |
| Insured Amount: |  |
| Renewal Date: |  |
| Name of Broker: |  |
| Contact details of Broker: |  |

**Workers’ Compensation Insurance**

| Name of Insurer: |  |
| --- | --- |
| Policy No.: |  |
| Insured Amount: |  |
| Renewal Date: |  |
| Name of Broker: |  |
| Contact details of Broker: |  |

**4.6 WORK MANAGEMENT SYSTEM**

RFQ Case No.: **RFQ/2024/55240**

Name of bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidders are required to review the annexes under RS 4.6, stamp, sign and re-submit with the returnable 4.6 as part of their quotation to indicate agreement to use them and be part of Contractor’s obligations should the company be awarded (Check and clarify).

Annex 3 (Sub-project Simplified ESMP)

Annex 4 (Examples for Contractual Clauses for Contractors)

Annex 5 (Simplified Labor Management Procedures)

Annex 6 (Links for safeguard documents & toolbox talks)

Annex 7 (Gender Action Plan)

**Bidder to submit this for ALL Lots**