**Standard Bidding Document**

**for**

 **Procurement of Small Works

Competitive Bidding**





Date: January 1, 2024

**Foreword**

This Standard Bidding Document (“SBD”) for Procurement of Small Works has been prepared by the Millennium Challenge Corporation (“MCC”) for use by Accountable Entities and other designated Implementing Entities when procuring admeasurement (unit price or rate) or lump sum (Activity Schedule) type of works through Competitive Bidding (“CB”) procedures in projects that are financed in whole or in part by MCC. This document is consistent with *MCC Accountable Entity Procurement Policy and Guidelines* (“MCC PPG”) available at <http://www.mcc.gov>.

The main text refers to admeasurement contracts where a bill of quantities is used. Alternative clauses are supplied for use with lump sum contracts where priced activity schedules are used.[[1]](#footnote-2)

This SBD is primarily intended for projects involving Small Works (which are defined as construction contracts having a value of less than USD 10 million) designed by the Employer.

This SBD shall not be used for Quality and Price Based Selection (QPBS) procedures, for which different SBDs can be found on MCC’s website.

This SBD shall be used for bidding with or without pre-qualification.

Although this SBD is based upon the World Bank's SBDs[[2]](#footnote-3), it has been adapted to reflect MCC policies and procedures set out in the MCC PPG and other documents.

For the purpose of finalizing the bidding documents, **[boldface text in square brackets]** should be replaced with appropriate language while *[italicized text in square brackets]* are for the attention and information of the Accountable Entity and should be deleted before the document is finalized.

**Summary Description**

|  |
| --- |
| **PART 1 – BIDDING PROCEDURES** |
| **Section I** | **Instructions to Offerors (ITO)** |
|  | This section provides information to help Offerors prepare their Offers and describes the procedures for the submission, opening and evaluation of Offers, and the award of Contracts. **The text in this section shall not be modified, except for the changes indicated in the footnotes when using lump sum (Activity Schedule) contracts.** |
| **Section II** | **Data Sheet (DS)** |
|  | This section sets out the particular requirements for the specific procurement and supplements the information included in Section I. Instructions to Offerors. **The text in this section shall be customized.** |
| **Section III** | **Qualification and Evaluation Criteria** |
|  | This section describes the criteria and requirements to be used to evaluate the Offers and select the Offeror to perform the Contract. **The text in this section shall be customized.** |
| **Section IV** | **Submission Forms** |
|  | This section provides the forms which are to be completed by the Offerors and submitted as part of their Offers. **The text in this section shall be customized.** |
| **PART 2 – EMPLOYER'S REQUIREMENTS** |
| **Section V**  | **Employer's Requirements** |
|  | This section contains the volumes of information that describe the Works to be constructed and includes Technical Specifications, Bill of Quantities or Activity Schedules, Drawings and other documents that describe the Works to be procured. |
| **PART 3 – CONTRACT DOCUMENTS** |
| **Section VI**  | **General Conditions of Contract (GCC)** |
|  | This section contains the form of Contract to be entered into by the Employer for the construction of Small Works. **The text in this section shall not be modified except for the changes indicated in the footnotes when using lump sum (Activity Schedule) contracts.** |
| **Section VII** | **Particular Conditions of Contract (PCC)** |
|  | This section contains particular conditions of contract that have been developed by MCC to supplement the GCC and that shall be used by the Employer in contracting for Small Works. **The text of the clauses in this section must not be modified except in limited circumstances and then only with the prior approval of MCC. Additional project-specific conditions may be developed by the Employer, with the approval of MCC, to the extent necessary.**  |
| **Section VIII** | **Contract Forms and Annexes** |
|  | This section contains forms and Annexes to be sent to the successful Offeror. |

**[Insert Specific Procurement Notice]**

**BIDDING DOCUMENT**

**Issued on:** *[insert date]*

**[Employer]**

**On Behalf of:**

**The Government of [Country]**

**[Accountable Entity]**

**Program**

**Funded by**

**THE UNITED STATES OF AMERICA**

**Through**

**THE MILLENNIUM CHALLENGE CORPORATION**

**for**

**Procurement of**

*[insert identification of the Works]*

**[Procurement ref. no.]**

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Part 1
Bidding Procedures

Section I. Instructions to Offerors

The Instructions to Offerors are available [here](https://www.mcc.gov/resources/doc/sbd-sub-lwdbsw-cb-ito-21dec2023). Offerors must download and review before submitting a bid.

Section II. Data Sheet

|  |
| --- |
| 1. Introduction
 |
| **ITO** **Definitions** | (a) "Accountable Entity" means **[full legal name of the Accountable Entity]**(s) “Employer” means *[insert the legal name of* *Accountable Entity or Implementing Entity that will sign the Contract, as applicable]*(w) “Government” means the government of **[country]**.(aa) "Implementing Entity" means the **[name of Government affiliate]** *[if applicable; otherwise, insert* ***"Not Applicable"****]**[Note: Insert the applicable definition from the list below and change the rest to "Not Applicable"*(j) “Compact” means the Millennium Challenge Compact between the United States of America, acting through the Millennium Challenge Corporation, and the Government, entered into on **[date]**, as may be amended from time to time.(k) “Compact Development Funding Agreement” or “CDF Agreement” means the Compact Development Funding Agreement between MCC and the Government on **[date]**, as may be amended from time to time.(vv) “Threshold Program Grant Agreement” means the Threshold Program Grant Agreement between the United States of America, acting through the Millennium Challenge Corporation, and the Government, entered into on **[date]**, as may be amended from time to time.] |
| **ITO 1.1** | Selection method: Competitive BiddingName of this CB procurement is: **[insert name]**Identification numberof this CB procurement is **[insert number]** The lotscomprising this CB procurement are: **[insert information]** |
| **ITO 1.2** | The Employer will provide the following inputs and facilities:**[Insert List or “None”]***[if there are any specific requirements for local registration of foreign Contractor working in the Country of the Employer, please provide details of such requirements]* |
| **ITO 5.7** | *[If a prequalification process has not taken place, insert* ***"Not Applicable"****]**[If a prequalification process has taken place, insert the following language, as applicable:*Pre-qualified Offerors **[insert shall or shall not]** be allowed to form a JV or association after pre-qualification **[with other pre-qualified Offerors] [and with non-pre-qualified firms]** for the purpose of submitting an Offer.If a pre-qualified Offeror considers that it may enhance its ability to perform the Works by associating with another firm in a Joint Venture or other association, it may associate with either (a) a non- pre-qualified firm, or (b) a pre-qualified firm.A pre-qualified Offeror must first obtain the approval of the Employer if it wishes to enter into a joint venture or other association with a non-pre-qualified firm or a pre-qualified Offeror. In the case of association with a non-pre-qualified firm, the pre-qualified firm shall act as association leader. In the case of a Joint Venture, all partners shall be jointly and severally liable and the pre-qualified Offeror shall act as leader of the Joint Venture.] |
| 1. Bidding Document
 |
| **ITO 8.1** | To request clarification of this Bidding Document only, the Employer’s address is:Attention: Street Address: Floor/Room number: City: Country: Telephone: Electronic mail address: Clarifications may be requested by e-mail not later than [**insert date**], so that responses can be issued to all Offerors not later than [**insert date**]. |
| **ITO 8.2** | A Site visit organized by the Employer **[insert** **shall** or **shall not]** take place at the following date, time and place:Date: Time: Place:  |
| **ITO 8.4** | A pre-Offer conference **[insert** **shall** or **shall not]** take place at the following date, time and place:Date: Time: Place:  |
| **ITO 8.5** | Questions should be submitted to the Employer in writing not later than **[insert** **number]** days prior to the date of the pre-Offer conference. |
| 1. Preparation of Offers
 |
| **ITO 11.1** | The Offer shall be submitted in **[insert acceptable language]** |
| **ITO 12.1** | The Offeror shall submit with its Offer the following additional documents:- Priced **[for admeasurement contracts, insert "Bill of Quantities"; for lump sum contracts, insert "Activity Schedule"]** in an MS Excel format for the ease of review during the evaluation process; in case of inconsistencies, the PDF/signed version will govern.**[insert details]** |
| **ITO 15.2** | The Offer **[insert shall or shall not]** be all-inclusive for all of the Works on a “single responsibility” basis.Missing items and items against which no price is entered by the Offeror will **not** be paid for by the Employer when executed and shall be deemed to be covered by the prices for other items.**[or insert other instructions, as applicable]** |
| **ITO 15.5** | The prices quoted by the Offeror **[insert shall or shall not]** be subject to adjustment. |
| **ITO 16.1** | The currency(ies) of the Offer shall be as follows: **[insert details here].**The currency(ies) of the payment shall be as follows: **[insert details here].** |
| **ITO 19.1** | The Offer validity period shall be **[insert number]** days, until **[insert date]**. |
| **ITO 19.3 (a)** | The Offer price may be adjusted by the following factor: **[insert percentage].** |
| **ITO 20.1** | A Bid Security **[insert shall or shall not]** berequired**.**If an Offeror is bidding on multiple lots **[insert applicable requirement, e.g. "the Offeror shall submit a separate Bid Security for each lot, in the amounts provided in DS ITO 20.2 below"]** |
| **ITO 20.2**  | The Bid Security shall be in the amount of US$ **[insert total amount in USD, or amount per Lot as applicable]** or Employer’s local currency equivalent only. The Bid Security shall be in the form of an unconditional bank guarantee or **[insert other form or type of applicable Bid Security]***[if no Bid Security is required under ITB 20.1, delete this DS ITB 20.2]* |
| **ITO 21.3** | The written confirmation of authorization to sign on behalf of the Offeror shall consist of: **[insert details]**. |
| 1. Submission and Opening of Offers
 |
| **ITO 22.1 c)** | The File Request Link to submit Offers is: **[insert link]** |
| **ITO 22.1 f)** | Compressed files or folders are discouraged, thus the Employer assumes no responsibility for the partial or complete damage or failure to open or access documents submitted in any archived and/or compressed format (compressed by WinZip - including any application of the zip family-, WinRAR, 7z, 7zX, or any other similar formats). File size should not exceed 10GB per file. |
| **ITO 22.1 (g)** | If an Offeror submits an Offer with password protection, the password for the Offer should be sent no earlier than **[insert date one day before the submission deadline date]** andno later than **[insert time 15 minutes earlier than the submission deadline time]** local time on **[insert submission deadline date]** to the following email address: **[insert PA’s email address]**. |
| **ITO 22.1 (j)** | The hard copy of the Bid Security shall be submitted by **[insert date and time not more than 2 working days after deadline in 23.1 below]** |
| **ITO 23.1** | **The deadline for Offer submission is:**Date: Time:  |
| **ITO 26.1** | For Offer opening purposes only, the Employer's address is:**[full legal name of the Employer]** Att.: The Procurement Agent of **[name of Employer]**Address:E-mail: **[insert description of the procedures]** |
| 1. Evaluation of Offers
 |
| **ITO 27.3** | All correspondence must be addressed to the Employer at: **[insertaddress]*.*** |
| **ITO 33.1** | The currency that shall be used for Offer evaluation and comparison is: **[insert details here]**.The basis for conversion shall be: **[Specify the source for the exchange rate, such as the Central Bank rate, a published rate that is widely available, etc.]**The date for the exchange rate shall be [**the date that is twenty eight (28) days prior to the Offer submission]** |
| **ITO 34.2(b)** | The total amount of the Performance Security may be increased to a level not exceeding **[insert a percentage up to 20%]** of the Contract Price. |
| 1. Award of Contract
 |
| **ITO 40.1** | The Employer’s Bid Challenge System is provided on the Employer’s website **[insert web address].***[For solicitation documents issued prior to the adoption (in accordance with the MCC PPG) of a Bid Challenge System, provide link to the full text of the Interim Bid Challenge System approved by MCC.]* |
| **ITO 43.1** | The award notice will be published on Accountable Entity's website **[insert other places, if applicable, e.g. where the SPN was published]**  |
| **ITO 47.1** | The following Sub-Clause ITO 47.1 "Adjudicator" is added:The Employer proposes **[insert name and address of the proposed Adjudicator]** to be appointed as Adjudicator under the Contract, at an hourly fee of **[insert amount and currency],** plus reimbursable expenses. If the Offeror disagrees with this proposal, the Offeror should so state in the Offer. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by **[insert complete legal name and address of Appointing Authority]** acting asAppointing Authority, at the request of either party.The biographical data of the proposed Adjudicator is as follows: **[provide relevant information, such as education, experience, age, nationality, and present position].** |

Section III. Qualification and Evaluation Criteria

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This Section contains all the criteria that the Employer shall use to review Offers, qualify Offerors and select the winning Offer. No other factors, methods or criteria shall be used. The Offeror shall provide all the information requested in the forms included in Section IV. Submission Forms. This review shall be based on the information provided by the Offeror in these forms plus the Offeror’s record of past performance, other references and any other sources at the Employer’s discretion to confirm and verify the Offeror’s qualifications and representations in its Offer.

The Employer may conduct the following review in any sequence, as considered appropriate by the Employer.

A. Offer Review

A1. Administrative Review. This review is conducted to determine that the Offer is complete, all required documents are included and all forms are included and are completed. The Offeror may be requested to submit additional information or documentation within a reasonable period of time and/or to correct nonmaterial nonconformities in the Offer related to documentation requirements. Determinations made during this review include:

* Determine if the Offer is sealed and signed as per the requirements of ITO 21 and ITO 22;
* Determine if the Bid Security in the correct format is enclosed;
* Determine eligibility of Offeror in accordance with ITO 5 (including a review of the submitted Beneficial Ownership Disclosure Form)
* Determine eligibility of materials, equipment and services, in accordance with ITO 6;
* Determine if GOE certification is enclosed and completed; and
* Determine if all required forms are included and completed.

A2. Responsiveness Determination.This review will beconducted to determine if the Offer is substantially responsive as explained in ITO 31. A substantially responsive Offer is one that meets the requirements of the Bidding Document without material deviation, reservation, or omission in accordance with ITO 29.1. If an Offer is not substantially responsive to the requirements of the Bidding Document, it shall be rejected by the Employer and may not be subsequently made responsive by correction of the material deviation, reservation, or omission. However, the Employer may request any Offeror to clarify its Offer according to the procedures set out in ITO 28. The Employer may determine responsiveness of Offers, beginning with the Offer that is determined to be the lowest Evaluated Offer Price after the Price Review is conducted. At its sole discretion, the Employer may elect not to review higher priced Offers for responsiveness after a lower priced Offer is determined to be substantially responsive. Responsiveness determination is based upon a detailed technical review according to the details given below.

Technical Review for Responsiveness Determination:

*Documents Comprising Technical Offer*. The Offeror shall furnish a Technical Offer including a statement of work methods, equipment, personnel, schedule, and other information as stipulated in Section IV. Submission Forms (Forms Tech 1-7), in sufficient detail to demonstrate the adequacy of the Offer to meet the work requirements and the completion time.

*Assessment of Adequacy of Technical Offer*. Review of the Offeror’s Technical Offer will include an assessment of the Offeror’s technical method and approach to mobilize key equipment and personnel for the Contract consistent with the requirements stipulated in Part 2 - Employer's Requirements. The review of the Technical Offer will also include an assessment of the Offeror’s personnel, method and approach to satisfy the environmental, social, gender, health and safety requirements as called for in Part 2.

B. Evaluation Criteria.

B1. Price Review*.* This review is conducted to determine the Evaluated Offer Price of each Offer. Only price and price-related criteria shall be the basis of award. The evaluation criteria to determine the winning Offer shall be the lowest Evaluated Offer Price, among the responsive Offers submitted by qualified Offerors.

The “Evaluated Offer Price” shall be the Offer price adjusted as follows:

* The Evaluated Offer Price excludes Provisional Sums, but includes daywork items, where priced competitively;
* The Evaluated Offer Price does not include the estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract;
* The Evaluated Offer Price does not include the estimated effect of the price adjustment to rates due to extensions of the Bid validity period in accordance with ITO 19.3;
* The Evaluated Offer Price includes adjustment for correction of arithmetical errors, omissions, clarifications, etc., in accordance with ITO 32; and
* The Evaluated Offer Price includes adjustment due to discounts offered in accordance with ITO 15. If this Bidding Document allows Offerors to quote separate prices for different lots (contracts), and the award to a single Offeror of multiple lots (contracts), the Employer will award lots (contracts) based on the least cost responsive combination of all lots (contracts).

After the above adjustments and corrections are made, the Employer will convert the Evaluated Offer Price to a single currency in accordance with ITO 33.

B2. Price Reasonableness Determination.

Price Review also includes a determination of price reasonableness in accordance with ITO 34.

After determining the Evaluated Offer Price of each Offer, the Employer will rank the Offers from the lowest to the highest.

C. Qualification Review

C1. Qualification Review. This process will be conducted to determine if the Offeror satisfies the qualification requirements as listed in ITO 30.1(c), and in Qualifications tables below. The determination shall be based upon an examination of the documentary evidence of the Offeror’s qualifications submitted by the Offeror as requested in Section IV. Submission Forms, plus the Offeror’s record of past performance and a review of references and any other source at the Employer’s discretion. All qualification requirements shall be considered on a pass/fail basis. An affirmative determination of qualification shall be a prerequisite for award of the Contract to an Offeror.

*Multiple lots (contracts)*. If an Offeror submits successful (lowest evaluated responsive) Offers for multiple lots (contracts), the qualification review will also include an assessment of the Offeror’s capacity to meet the aggregate qualification requirements.

C2. References and Past Performance Review. In accordance with ITO 36, the Offeror’s performance on earlier contracts will be considered in determining if the Offeror is qualified for award of the Contract. The Employer reserves the right to check the performance references provided by the Offeror or to use any other source at the Employer’s discretion. If the Offeror (including any of its associates or joint venture/association members) is or has been a party to an MCC-funded contract (either with MCC directly or with any Accountable Entity, anywhere in the world), whether as a lead contractor, affiliate, associate, subsidiary, subcontractor, or in any other role, the Offeror must identify the contract in its lists of references submitted with its Offer using Bidding Form REF-1: References of MCC Funded Contracts. Failure to include any such contracts may be used to form a negative determination by the Employer on the Offeror’s record of performance in prior contracts. However, the failure to list any contracts because the Offeror (including any of its associates or joint venture/association members) has not been a party to any such contract will not be grounds for a negative determination by the Employer on the Offeror’s record of performance in prior contracts. That is, prior performance in connection with an MCC-funded contract is not required. The Employer will check the references, including the Offeror’s past performance reports filed in MCC’s Contractor Past Performance Reporting System.

Qualification Tables

**Documents Establishing the Qualifications of the Offeror**

The Offeror shall provide the information requested in the corresponding information sheets included in Section IV. Submission Forms, to establish that the Offeror meets the requirements established below.

*[include the following paragraph only if one or more Specific Experience in Key Activities is/are so designated in factor 13 in the Qualification table below]*

Subcontractors’ qualifications shall not be used by the Offeror to qualify for the Works, except for those particular key activities specifically designated by the Employer under factor 13. *Specific Experience in Key Activities* in the Qualification table below – as being able to be met by a specialized subcontractor. If the Offeror proposes a specialized subcontractor to meet a Specific Experience in Key Activities so designated by the Employer, then that subcontractor’s experience may be added to the qualifications of the Offeror for that designated experience requirement.

{Note to Accountable Entity: This table should be modified as necessary. All entries in *italics* below are provided as examples only.}

| **Factor** | **Eligibility** |
| --- | --- |
|  | **Requirement** | **Offeror** | **Documentation Required** |
| **Single Entity** | **Joint Venture or Association** |
| **All members combined** | **Each Member** | **At least one member** |
| **1. Nationality** | Nationality in accordance with ITO 5.3. | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement | N/A | Forms ELI–1 and ELI-2, with attachments  |
| **2. Conflict of Interest** | No conflicts of interests as described in ITO 5.7 | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement | N/A | Letter of Offer |
| **3. Ineligibility** | Not having been declared ineligible based on any of the criteria set forth in ITO 5. | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement  | N/A | Letter of Offer and Annexes |
| **4. Government-Owned Enterprise** | Compliance with conditions of ITO 5.5 | Must meet requirement | Existing or intended Joint Venture or other association must meet requirement | Must meet requirement | N/A | Form ELI–3 |

| **Factor** | **Historical Contract Non-Performance** |
| --- | --- |
|  | **Requirement** | **Offeror** | **Documentation Required** |
| **Single Entity** | **Joint Venture or Association** |
| **All members combined** | **Each member** | **At least one member** |
| **5. History of non-performing contracts** | Non-performance of a contract (including contracts terminated for cause) did not occur within the last five (5) years prior to the deadline for Bid submission, determined using all information on fully settled proceedings, litigation, arbitrations, actions, claims, investigations or disputes. A fully settled proceeding, litigation, arbitration, action, claim, investigation or dispute is one that has been resolved in accordance with the dispute resolution mechanism under the respective contract, and where all appeal instances available to the Offeror have been exhausted.  | Must meet requirement by itself, including as member of past or existing Joint Venture or other association | N/A | Must meet requirement by itself or as member of past or existing Joint Venture, or other association | N/A | Form CON –1 |
| **6. Failure to Sign a Contract** | Failure to sign a contract after receiving a notice of award has not occurred in the past five years. Any deviation should be explained in the enclosed Contract Non-Performance form. | Must meet requirement | Must meet requirement | Must meet requirement | N/A | Form CON-1 |
| **7. Pending Litigation** | All pending proceedings, litigation, arbitrations, actions, claims, investigations or disputes, in total, shall not represent more than ten percent (10%) of the Offeror’s net worth.  | Must meet requirement by itself, including as member of past or existing Joint Venture or other association | N/A | Must meet requirement by itself or as member of past or existing Joint Venture, or other association | N/A | Form CON-1 |
| **8. Social Performance**  | Declare any civil work contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any social (which includes compliance with prohibitions against trafficking in persons and sexual harassment, exploitation and abuse) contractual obligations in the past five years. | Must submit the declaration. Any specialized Sub-contractor/s must also submit the declaration. | N/A | Must submit the declaration. Any specialized Sub-contractor/s must also submit the declaration. | N/A | Form CON-2 |

| **Factor** | **Financial Situation[[3]](#footnote-4)/[[4]](#footnote-5)** |
| --- | --- |
| **Sub-Factor** | **Criteria** | **Documentation Required** |
| **Indicative Requirement** | **Offeror** |
| **Single Entity** | **Joint Venture**  |
| **All members combined** | **Each member** | **At least one** **member** |
| **9. Historical Financial Performance[[5]](#footnote-6)** | Submission of audited financial statements, including balance sheets, income statements and cash flow statements, or, if not required by the law of the Offeror’s country, other financial statements acceptable to the Employer, for the last ***three (3) years*** to demonstrate the current soundness of the Offeror’s financial position and its prospective long term profitability. | Must meet requirement | N/A | Must meet requirement | N/A | Form FIN-1 with attachments |
| **10. Annual Average Turnover** | Minimum average annual construction turnover of **[INSERT VALUE],** calculated as total certified payments received for contracts in progress or completed, within the last **three (3) years**. Values to determine annual construction turnover are to be demonstrated in the audited financial statements (income statements) of the last **three (3) years** and are to be considered to be indicative. | Must meet requirement | Must meet requirement | *Must meet* *twenty-five percent (25%) of the requirement* | *Must meet* *fifty-five percent (55%) of the requirement* | Form FIN-2 |
| **11. Financial Resources** | The Offeror must demonstrate access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: (i) the following cash-flow requirement:**[INSERT VALUE**]and (ii) the overall cash flow requirements for this Contract and its current commitments. | Must meet requirement | Must meet requirement | *Must meet* *twenty-five percent (25%) of the requirement* | *Must meet* *fifty-five percent (55%) of the requirement* | Forms FIN-3 & FIN-4 |

| **Factor** | **Experience** |
| --- | --- |
| **Sub-Factor** | **Criteria** | **Documentation Required** |
| **Indicative Requirement** | **Offeror** |
| **Single Entity** | **Joint Venture** |
| **All members combined** | **Each member** | **At least one member** |
| **12. Similar Experience** | Participation as contractor, management contractor, or subcontractor, in at least [**insert number\_\_\_\_\_\_\_\_\_ (\_\_\_)] contracts within the last [\_\_\_\_\_\_\_ ( )] years**, each with a value of at **least [insert number \_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_)],** that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section V. Employer's Requirements. | Must meet requirement |  N/A  | Must meet requirement |  N/A | Form EXP-2 |
| **13. Specific Experience in Key Activities**  | For the above or other contracts executed during the period stipulated above, a minimum experience in the following key activities: 1. …..

*[The Employer may allow some specific experience to be met by specialized subcontractors, to be listed and clearly marked here; appropriate text should be added in the next columns]* | Must meet requirement[Add "**can be a specialized subcontractor"** for the appropriate specific experience criteria identified in the second column] | Must meet requirement | N/A | *For each enumerated key activity, at least one member must demonstrate experience at a level equal to at least* *fifty-five percent (55%) of the required number, volume, or production rate specified.**[Add "****can be a specialized subcontractor"*** *for the appropriate specific experience criteria identified in the second column]* | Form EXP-3  |
| **14. Environmental and Social Management Experience** | Sufficient experience managing environmental and social impacts in similar projects in the last five (5) years prior to the Offer submission deadline. | Must meet requirement | Must meet requirement | N/A | Must meet requirement | EXP-4 |
| **15. Health and Safety Management Experience** | Sufficient experience managing health and safety impacts in similar projects in the last five (5) years prior to the Offer submission deadline.  | Must meet requirement | Must meet requirement | N/A | Must meet requirement | EXP-5 |

**Equipment[[6]](#footnote-7)**

The Offeror must demonstrate that it has, at the minimum, access to (own or rent) the key equipment listed hereafter or propose alternative equipment that satisfy the requirements of the contract:

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Type and Characteristics** | **Minimum Number required** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  |  |  |
|  |  |  |

The Offeror shall provide further details of proposed items of equipment as may be required in Section IV. Submission Forms.

Offerors shall provide information in the methodology and work-program section of the Submission Forms how this equipment shall be utilized if the Offeror wins more than one lot to a single Offeror. The Employer reserves the right to ask for replacement or addition of equipment in case of awarding multiple lots to a single Offeror.

**Key Personnel[[7]](#footnote-8)**

The Offeror must demonstrate that it has, at the minimum, the Key Personnel as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nr. | Key Personnel | Number | Minimum Qualification | Minimum Experience |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

For Key Personnel, Offerors should include a copy of the Curriculum Vitae of each key person, signed by the employee concerned, as may be required in Section IV. Submission Forms.

The Employer retains the right to request and check references for each key person listed.

Section IV. Submission Forms

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1. Submission Forms
2. Letter of Offer

Procurement Ref. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: **[insert full legal name of the Employer]**

Address:

Ladies and Gentlemen:

We, the undersigned, declare and certify that:

1. We have examined and we have no reservations to the Bidding Document, including addenda thereto issued in accordance with the Instructions to Offerors.
2. In accordance with the Conditions of Contract, Technical Specifications, Drawings, and Bill of Quantities[[8]](#footnote-9) and Addenda Nos. **[insert Addenda Nos.]**for the execution of the above-named Works, we offer to construct and install such Works and remedy any defects therein in conformity with the requirements of the Bidding Document and Addenda for the sum of **[insert amount in numbers and words, carried forward from the Activity Schedule/Bill of Quantities Grand Total].**
3. In case we are awarded another lot in addition to this lot, we will provide a discount of **[insert amount of discount in numbers and words]** to be applied as follows:**[describe the methodology for applying the discount.]**
4. We undertake, if our Offer is accepted, to obtain a Performance Security in accordance with the Bidding Document, and commence the Works as soon as is reasonably possible after the receipt of the Engineer’s notice to commence, and to complete the whole of the Works by the Intended Completion Date.
5. Our Offer shall be valid for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days from the date fixed for the Offer submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Contract is prepared and executed, this Offer, together with your written acceptance thereof in the form of a signed Letter of Acceptance delivered by you to us, shall constitute a binding contract between us.
7. We understand that you are not bound to accept the lowest or any Offer you may receive.
8. We comply with the requirements of ITO Clause 5 of the Bidding Document, as applicable.
9. Any subcontractors and suppliers do or will comply with the requirements of ITO Clause 5 of the Bidding Document, as applicable.
10. Weare not participating, as an Offeror or as a subcontractor, in more than one Offer in this bidding process in accordance with ITO Sub-clause 5.8 (d).
11. We have taken steps to ensure that no person acting for us or on our behalf has engaged in any corruption or fraud described in ITO Clause 3.
12. We have not required our employees, subrecipients, or contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees, subrecipients, or contractors from lawfully reporting waste, fraud, or abuse related to the performance of the Contract to a designated investigative or law enforcement representative of MCC (for example, the Agency Office of the Inspector General).
13. We have notified and will immediately notify, as applicable, current employees and subrecipients that prohibitions and restrictions of any preexisting internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.
14. We shall include the substance of this provision, including this paragraph, in subawards and contracts under such awards.
15. We agree and acknowledge that if MCC (or its designated investigative or law enforcement representative) determines that we are not in compliance with this requirement, MCC (or its designated investigative or law enforcement representative) may seek remedies under this Contract, including disallowing otherwise allowable costs.
16. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Offer, and to Contract execution if we are awarded the Contract, are listed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of agent |  | Amount and currency |  | Purpose of commission or gratuity |
|  |  |  |  |  |
|  |  |  |  |  |
| (if none, state “none”) |

1. We have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
2. We are not engaged in, facilitating, or allowing any of the prohibited activities described in the *MCC Counter-Trafficking in Persons Policy* and will not engage in, facilitate, or allow any such prohibited activities for the duration of the Contract. Further, we hereby provide our assurance that the prohibited activities described in the *MCC Counter-Trafficking in Persons Policy* will not be tolerated on the part of our employees, or any subcontractor or supplier, or their respective employees. Finally, we acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract.
3. We understand and accept without condition that, in accordance with ITO Clause 40.1 any challenge or protest to the process or results of this procurement may be brought only through the Employer’s Bid Challenge System (BCS).
4. We acknowledge that our digital/digitized signature is valid and legally binding.

Dated this day of 20

Signature In the capacity of

Duly authorized to sign Offers for and on behalf of

**[in block letters or typed]**

Annexes:

1. Beneficial Ownership Disclosure Form
2. **[Other Documents Required in DS]**

Beneficial Ownership Disclosure Form (BODF)

*INSTRUCTIONS TO OFFERORS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM*

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by each Offeror. In case of joint venture, the Offeror must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of an Offeror is any natural person who ultimately owns or controls the Offeror by meeting one or more of the following conditions:*

* *directly or indirectly holding 10% or more of the shares*
* *directly or indirectly holding 10% or more of the voting rights*
* *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Offeror*

*An individual directly holds 10 percent or more of the shares of an Offeror if the shares are registered in his or her name or, in the case of bearer shares, if the shares are in his or her possession. An individual owns 10 percent or more of the shares of an Offeror indirectly if the shares are held through a trust or through another corporation. Therefore each Offeror must know the identities of the natural persons who directly or indirectly hold the shares of any corporate entity or trust that owns part or all of the Offeror, and disclose the identity of any natural person who cumulatively directly or indirectly holds 10 percent or more of the shares of the Offeror. The same rules apply in determining whether an individual has 10 percent or more of the voting rights of the Offeror or the right to appoint a majority of the board of directors or equivalent governing body.*

*An example of indirectly holding 10 percent of an Offeror’s shares: Mr. and Mrs. X each hold 50 percent of Company A. Company A in turn owns 20 percent of the Offeror. Mr. and Mrs. X each beneficially own 10 percent of the Offeror, and the names of each must be reported on the form.*

**Procurement reference No.:** [*insert procurement reference number*]

To: **[*insert complete name of Accountable Entity*]**

In response to your above-referenced procurement: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

|  |  |  |  |
| --- | --- | --- | --- |
| Identity of Beneficial Owner | Directly or indirectly holding 10% or more of the shares(Yes / No) | Directly or indirectly holding 10 % or more of the Voting Rights(Yes / No) | Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Offeror(Yes / No) |
| *[include full name (last, middle, first), citizenship(s), current home and business address, email address]* |  |  |  |

***OR***

*(ii) we declare that there is no individual meeting one or more of the following conditions:*

* + directly or indirectly holding 10% or more of the shares
	+ directly or indirectly holding 10% or more of the voting rights
	+ directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Offeror

OR

1. *we declare that we are unable to identify any individual meeting one or more of the following conditions. [If this option is selected, the Offeror shall provide explanation on why it is unable to identify any Beneficial Owner]*
	* directly or indirectly holding 10% or more of the shares
	* directly or indirectly holding 10% or more of the voting rights
	* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Offeror

OR

(iv) we declare that we are a publicly held company listed on the New York, American, NASDAQ, London, Tokyo, or Euronext Stock Exchanges, with the following ticker symbol: [Insert ticket symbol].

**In addition, we attach a graphic depicting the corporate ownership structure, including ownership percentages, if any entities or legal arrangements – such as companies, trusts, foundations, etc. – exist between the Offeror and the Beneficial Owners in the corporate ownership structure.**

**We acknowledge and agree that, should we be informed through a Notification of Intent to Award that we are selected as the successful Offeror for this procurement, we will, within three business days of receipt of the Notification of Intent to Award, email to the Procurement Agent encrypted Microsoft Office or Adobe Acrobat files containing for each of the above-named Beneficial Owners (if there are any) a copy of an identification document (ID) which includes a photograph, with passwords to the files sent in separate email messages for security. Acceptable forms of ID are passports, national IDs, and official drivers’ licenses. These documents will remain encrypted when transferred to the Accountable Entity or MCC for review, and will be kept encrypted and in a secure location by the Procurement Agent, the Accountable Entity, and MCC.**

We acknowledge that the Accountable Entity may use this information to review if any Beneficial Owners are sanctioned by the United States Government or by the International Financial Institutions[[9]](#footnote-10), and to review if any Beneficial Owners present a conflict of interest as described in MCC’s Procurement Policy and Guidelines. We acknowledge that failure to provide this form, or providing false information on this form, can be grounds for disqualifying a proposal during the procurement process or for terminating a contract that is awarded as a result of this procurement. We also acknowledge that we will be required to provide the Accountable Entity with a new BODF upon any changes regarding beneficial ownership during the life of any contract awarded as a result of this procurement. We acknowledge that the Accountable Entity will reserve the right to request an updated BODF, or documentation to provide proof of beneficial ownership, at any time during the life of the contract. We also acknowledge that the Accountable Entity will reserve the right to terminate the any contract awarded as a result of this procurement if the Accountable Entity decides that a Beneficial Owner is unacceptable due to sanctions or an unmitigable conflict of interest.

Data Privacy Protection Waiver: The information and documents provided will be used by the Accountable Entity, the Procurement Agent for the Accountable Entity, and MCC for the reasons described above. The information and documents may be shared with the Office of Inspector General (OIG) for the U.S. Agency for International Development (USAID), which serves as the OIG for MCC, or with other law enforcement agencies if requested through appropriate protocols. The Offeror consents to the collection, storage, access, use, processing, and transfer of this data by and among these entities, and voluntarily waives any provision of any local, national, or supranational law, such as, without limitation, the European Union’s General Data Protection Regulation (GDPR) and national laws enacted in response thereto, or laws of similar effect in other jurisdictions, which would prohibit or otherwise regulate such access, processing, and transfer.

**Name of the Offeror**: \*[*insert complete name of the Offeror*]

**Name of the person duly authorized to sign the Offer on behalf of the Offeror**: \*\*[*insert complete name of person duly authorized to sign the Offer*]

**Title of the person signing the Offer**: [*insert complete title of the person signing the Offer*]

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]

\* In the case of the Offer submitted by a Joint Venture specify the name of the Joint Venture as Offeror. In the event that the Offeror is a joint venture, each reference to “Offeror” in the Beneficial Ownership Disclosure Form shall be read to refer to the joint venture member.

\*\* Person signing the Offer shall have the power of attorney given by the Offeror. The power of attorney shall be attached.

1. Form of Bid Security (Bank Guarantee)[[10]](#footnote-11)

**Bank:****[Bank’s Name, and Address of Issuing Branch or Office]**

**Beneficiary:** **[Name and Address of Employer]**

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

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that **[insert name of the Offeror]** (hereinafter called "the Offeror") has submitted to you its Offer dated (hereinafter called "the Offer") for the execution of **[insert name of contract]** under Procurement Ref. No. **[insert Bidding Document number]**.

Furthermore, we understand that, according to your conditions, Offers must be supported by a Bid guarantee.

At the request of the Offeror, we **[insert name of Bank]**hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **[insert amount in figures]** (**[insert amount in words]**) upon receipt by us of your first demand in writing, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee will expire: (a) if the Offeror is the successful offeror, upon our receipt of copies of the Contract signed by the Offeror and the performance security issued to you upon the instruction of the Offeror; or (b) if the Offeror is not the successful offeror, upon the earlier of (i) our receipt of a copy of your notification that the successful Offeror has signed the Contract and furnished the required performance security; or (ii) twenty-eight (28) days after the expiration of the Offeror’s Offer validity period.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[***Issuing Bank to delete whichever is not applicable***]. We confirm that [we are a financial institution legally authorized to provide this guarantee in the Employer’s country] **[OR]** [we are a financial institution located outside the Employer’s country but have a correspondent financial institution located in the Employer’s country that will ensure the enforceability of this guarantee. The name of our correspondent bank and contact information is as follows: **[provide name, address, phone number, and email address]**.

This guarantee is subject to the Uniform Rules for Demand Guarantees, 2010 Revision, ICC Publication No. 758, except as may otherwise be stated above.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[Signature(s)]**

1. Bill Of Quantities[[11]](#footnote-12)

**Notes for Preparing a Bill of Quantities**

**These Notes for Preparing a Bill of Quantities are intended only as information for the Employer or the person drafting the bidding documents. They should not be included in the final documents.**

**Objectives**

The objectives of the Bill of Quantities are

(a) to provide sufficient information on the quantities of Works to be performed to enable Offers to be prepared efficiently and accurately; and

(b) when a contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

**Content**

The Bill of Quantities should be divided generally into the following sections:

(a) Preamble;

(b) Work Items (grouped into parts);

(c) Daywork Schedule; and

(d) Grand Total.

**Preamble**

The Preamble should indicate the inclusiveness of the unit prices and should state the methods of measurement that have been adopted in the preparation of the Bill of Quantities and that are to be used for the measurement of any part of the Works.

**Rock**

Where excavation, boring, or driving is included in the Works, a comprehensive definition of rock (always a contentious topic in contract administration), should be provided in the Technical Specification and this definition should be used for the purposes of measurement and payment.

**Work Items**

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works that by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, phasing of the Works, or considerations of cost. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities. When a family of Price Adjustment Formulae are used, they should relate to appropriate sections in the Bill of Quantities.

**Quantities**

Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage, or waste. Quantities should be rounded up or down where appropriate and spurious accuracy should be avoided.

**Units of Measurement**

The following units of measurement and abbreviations are recommended for use (unless other national units are mandatory in the country of the Employer).

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit** | **Abbreviation** | **Unit** | **Abbreviation** |
| cubic meterhectarehourkilogramlump summetermetric ton(1,000 kg) | m3 *or* cu mhahkgsummt | millimetermonthnumbersquare metersquare millimeterweek | MmMonNrM2 *or* sq mmm2 *or* sq mmwk |

**Ground and Excavation Levels**

The commencing surface should be identified in the description of each item for work involving excavation, boring, or driving, for which the commencing surface is not also the original surface. The excavated surface should be identified in the description of each item for work involving excavation for which the excavated surface is not also the final surface. The depths of work should be measured from the commencing surface to the excavated surface, as defined.

**Daywork Schedule**

A Daywork Schedule should be included if the probability of unforeseen work, outside the items included in the Bill of Quantities, is relatively high. To facilitate checking by the Employer of the realism of rates quoted by the Offerors, the Daywork Schedule should normally comprise:

(a) a list of the various classes of labour, materials, and Contractor’s Equipment for which basic Daywork rates or prices are to be inserted by the Offeror, together with a statement of the conditions under which the Contractor will be paid for work executed on a Daywork basis; and

 (b) a percentage to be entered by the Offeror against each basic Daywork Subtotal amount for labour, materials, and Plant representing the Contractor’s profit, overheads, supervision, and other charges.

**Provisional Sums**

Provision for contingencies should be made by entering specific “Provisional Sums” in the Bill of Quantities.

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by a Nominated Subcontractor should be specified in the relevant part of the Bill of Quantities as a particular Provisional Sum with an appropriate brief description. A separate bidding procedure is normally carried out by the Employer to select the specialists, who are then nominated as Subcontractors to the main or prime Contractor.

The provisional sums shall also include an estimated amount to cover the Employer’s portion (50%) of Adjudicator’s fees and expenses.

**Grand Total**

The Grand Total should contain a tabulation of the separate parts of the Bill of Quantities carried forward, with Provisional Sums (including for Daywork), and other contingencies where applicable, including Adjudicator fees and expenses.

**Sample Bill of Quantities**

**A. Preamble**

1. The Bill of Quantities shall be read in conjunction with the Instructions to Offerors, General and Particular Conditions, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices quoted in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix within the terms of the Contract.
3. The rates and prices quoted in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of work.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer except with respect to Adjudicator fees and expenses, for which no instruction will be required from the Engineer.
8. The method of measurement of completed work for payment shall be in accordance with *[insert the name of a standard reference guide, or full details of the methods to be used]*.[[12]](#footnote-13)

**B. Work Items**

The Bill of Quantities usually contains the following part Bills, which have been grouped according to the nature or timing of the work:

Bill No. 1—General Items;

Bill No. 2—Earthworks;

Bill No. 3—Culverts and Bridges;

Bill No. 4—etc., as required;

Daywork Schedule; and

Grand Total

***[Note to the Employer: The tables in BOQ must be prepared in accordance with the currency alternative retained in DS – ITO 16.1.]***

**Bill of Quantities**

**Bill No. 1: General Items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 1(carried forward to Grand Total ) |   |

**Bill No. 2: Earthworks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 2(carried forward to Grand Total ) |   |

**Bill No. 3: Culverts and Bridges**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Quantity* | *Rate* | *Amount* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for Bill No. 3(carried forward to Grand Total) |   |

**Daywork Schedule**

***[Note to the Employer:***

*(i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among Offerors, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included at all in the bidding documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Summary in order to make the basic Schedule of Daywork Rates competitive.*

*(ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer.]*

**General**

1. Reference should be made to Clause 55 of the General Conditions. Work shall not be executed on a daywork basis except by written order of the Engineer. Offerors shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Grand Total. Unless otherwise adjusted, payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

**Daywork Labour**

1. In calculating payments due to the Contractor for the execution of daywork, the hours for labour will be reckoned from the time of arrival of the labour at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labour directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
2. The Contractor shall be entitled to payment in respect of the total time that labour is employed on daywork, calculated at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 1. Labour,** together with an additional percentage payment on basic rates representing the Contractor’s profit, overheads, etc.,as described below:

(a) The basic rates for labour shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labour, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labour for social benefits in accordance with Applicable law. The basic rates will be payable in local currency only.

(b) The additional percentage payment to be quoted by the Offeror and applied to costs incurred under (a) above shall be deemed to cover the Contractor’s profit, overheads, superintendence, liabilities, and insurances and allowances to labour, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor’s staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be made in the following currency proportions:

(i) foreign: percent (to be stated by Offeror).[[13]](#footnote-14)

(ii) local: percent (to be stated by Offeror).

*[****Note to the Employer****:*

*This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all-inclusive of the Contractor’s overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly.]*

**Daywork Materials**

1. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labour costs as detailed heretofore), at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 2. Materials,** together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:

(a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in local currency, but payment will be made in the currency or currencies expended upon presentation of supporting documentation.

(b) the additional percentage payment shall be quoted by the Offeror and applied to the equivalent local currency payments made under (a) above. Payments under this item will be made in the following currency proportions:

(i) foreign: percent (to be stated by the Offeror);[[14]](#footnote-15)

(ii) local: percent (to be stated by the Offeror);

(c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labour and Construction in this schedule.

**Daywork Contractor’s Equipment**

1. The Contractor shall be entitled to payments in respect of Contractor’s Equipment already on Site and employed on daywork at the basic rental rates entered by the Contractor in the **Schedule of Daywork Rates: 3. Contractor’s Equipment.** Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment. [***Note to the Employer****: This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labour and materials*.] The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labour. *[****Note to the Employer****: An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor’s Equipment. The last sentence of this paragraph 5 should then be modified accordingly.]*
2. In calculating the payment due to the Contractor for Contractor’s Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the travelling time from the part of the Site where the Contractor’s Equipment was located when ordered by the Engineer to be employed on daywork and the time for return journey thereto shall be included for payment.
3. The basic rental rates for Contractor’s Equipment employed on daywork shall be stated in local currency, but payments to the Contractor will be made in currency proportions, as follows:

(a) foreign: percent (to be stated by the Offeror).[[15]](#footnote-16)

(b) local: percent (to be stated by the Offeror).

Schedule of Daywork Rates: 1. Labour

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Nominal quantity* | *Rate* | *Extended amount* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal |  |
| D122 | Allow percenta of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 3 (b) above. |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Labour(carried forward to Daywork Summary) |   |
| a. To be entered by the Offeror. |

Schedule of Daywork Rates: 2. Materials

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Unit* | *Nominal quantity* | *Rate* | *Extended amount* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Subtotal |  |
|  | Allow percenta of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 4 (b) above. |  |  |
|  |  |  |  |  |  |
|  | Total for Daywork: Materials(carried forward to Daywork Summary) |   |
| a. To be entered by the Offeror. |

Schedule of Daywork Rates: 3. Contractor’s Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Item no.* | *Description* | *Nominal quantity (hours)* | *Basic hourly rental rate* | *Extended amount* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Allow percenta of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 5 above. |  |  |  |
|  |  |  |  |  |
| Total for Daywork: Contractor’s Equipment(carried forward to Daywork Summary) |   |

a. To be entered by the Offeror.

Daywork Summary

|  |  |  |
| --- | --- | --- |
|  | *Amount**( )* | *% Foreign* |
| 1. Total for Daywork: Labour |  |  |
| 2. Total for Daywork: Materials |  |  |
| 3. Total for Daywork: Contractor’s Equipment |  |  |
| Total for Daywork (Provisional Sum)(carried forward to Grand Total) |   |   |
|  |

Summary of Specified Provisional Sums
in the Bill of Quantities

|  |  |  |  |
| --- | --- | --- | --- |
| *Bill no.* | *Item no.* | *Description* | *Amount* |
| 1 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 4 |  |  |  |
|  |  | [*To be entered by the Employer]* provisional sums for the Employer’s portion of Adjudicator costs |  |
|  |  | [*To be entered by the Employer; Delete if not applicable:]* provisional sums for additional ES outcomes.  |  |
|  |  |  |  |
| etc. |  |  |  |
|  |  |  |  |
| Total for Specified Provisional Sums(carried forward to Grand Total) |  |

Bill of Quantities Grand Total

|  |  |  |
| --- | --- | --- |
| *Grand Total* | *Page* | *Amount* |
| Bill No. 1:  |  |  |
| Bill No. 2:  |  |  |
| Bill No. 3:  |  |  |
| *—etc.—* |  |  |
| *Subtotal of Bills* | *(A)* |  |
| *Total for Daywork (Provisional Sum) \** | *(B)* |  |
| *Specified Provisional Sums not included in subtotal of billsii* | *(C)* | *[sum]* |
| *Total of Bills Plus Provisional Sums (A + B + C) i* | *(D)* |  |
| *Add Provisional Sum for Contingency Allowance (if any) ii* | *(E)* | *[sum]* |
| *Offer Price (D + E) (Carried forward to Letter of Offer)* | *(F)* |  |
|  |  |  |
| i) All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Engineer, except with respect to Adjudicator fees and expenses, for which no instruction will be required from the Engineer.ii) To be entered by the Employer.\* For evaluation purposes, Provisional Sum, other than Daywork, will be excluded |

1. Technical Offer[[16]](#footnote-17)

**[The information to be filled in by Offerors in the following pages shall be used for purposes of establishing responsiveness in accordance with ITO Clause 31. Attach additional pages as necessary.]**

|  |  |
| --- | --- |
| 1. **Program**
2. **Environmental, Social, Gender, Health and Safety Requirements[[17]](#footnote-18)**
 | * 1. Describe the proposed key staffing (technical, environmental, social, health and safety, and gender) roles and responsibilities and the management structure for these activities.
	2. Proposed work program (work method and schedule). Descriptions, drawings, and charts, as necessary to comply with the requirements of the Bidding Document.
	3. Describe the proposed approach to systematically managing the environmental, social, health, and safety risks and impacts during execution of the work, including a description of the mitigation measures that will be used and international environmental, social, health, and safety standards that may be applicable. Note appropriate mechanisms for monitoring performance, reporting, grievance redress, and taking corrective actions as appropriate. The approach should also apply to the works of any subcontractors as appropriate. Provide enough detail to demonstrate an understanding of the critical environmental, social, health, and safety issues related to the project.
	4. Describe arrangements which the Offeror proposes to adopt and has included in the Offer to ensure compliance with the gender requirements called for in the Technical Specifications, including Trafficking in Persons (TIP) prohibitions. It is understood that this type of expertise and experience may be outside of the normal experience of some Offerors, and thus call special attention to the importance of an adequately inter-disciplinary offer and staffing plan.
 |

|  |
| --- |
| Appendix to Offer |
| **1. Resources** | **Subcontractors.** Provide information on the proposed subcontracts and firms involved. Refer to GCC Clause 7 of the form of Contract in Section V. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sections of the Works** | **Value of sub-contract** | **Subcontractor****(name and address)** | **Experience in similar work** |
| (a)(b) |  |  |  |

|  |  |
| --- | --- |
| **2. Country of Origin** | The country(ies) of origin of major items of plant, materials, goods and services proposed to be provided is(are) as follows: |

**Table of Plant and Materials**

|  |  |
| --- | --- |
| **Item** | **Country of Origin** |
| Plant (Offeror to list all major items)  |  |
| Material (Offeror to list all major items) |  |
| Equipment (Offeror to list all major items) |  |
| Goods (Offeror to list all major items)  |  |
| Services (Offeror to list all major items) |  |

|  |  |
| --- | --- |
| **3. Price Adjustment** | The proposed indices and weightings to be used for the price adjustment formula in accordance with GCC Clause 49 are as follows: |

Schedule of Adjustment Data

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Index code** | **Index description** | **Source of index** | **Base value and date** | **Related source currency in type/amount** | **Equivalent in USD** | **Weighting** |
|  | NonadjustableAdjustable | -- | -- | -- | -- | A: B:  |
|  |  |  |  | Total |  | 1.00 |

1. Offeror Qualification Forms

To establish its qualifications to perform the Contract in accordance with the qualification requirements set out in Section III. Qualification and Evaluation Criteria, the Offeror shall provide the information requested in the following forms.

1. Form ELI-1: Offeror Information Sheet

[Each Offeror and member of a Joint Venture must fill in this form.]

|  |  |
| --- | --- |
| **Offeror’s legal name**  |  |
| **In case of Joint Venture or other Association, legal name of each partner** |  |
| **Offeror's country of constitution** |  |
| **Offeror’s year of constitution** |  |
| **Offeror’s legal address in country of constitution** |  |
| **Offeror’s authorized representative**(name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.*** 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITO 5.
* 2. Authorization to represent the firm or Joint Venture named in above, in accordance with ITO 21.3 and 21.4.
* 3. In case of joint venture or other association, letter of intent to form Joint Venture or other Association or joint venture/association agreement, in accordance with ITO 5.7.
* 4. Government-Owned Enterprise Certification Form [ELI-3]
 |

1. Form ELI-2: Joint Venture/Association/Subcontractor Information Sheet

[Each member of a Joint Venture/Association making up an Offeror and each known subcontractor must fill in this form.]

|  |
| --- |
| **Joint Venture /association/subcontractor Information** |
| **Offeror’s legal name** |  |
| **Joint Venture Partner’s or Subcontractor’s legal name** |  |
| **Joint Venture Partner’s or Subcontractor’s country of constitution** |  |
| **Joint Venture Partner’s or Subcontractor’s year of constitution** |  |
| **Joint Venture Partner’s or Subcontractor’s legal address in country of constitution** |  |
| **Joint Venture Partner’s or Subcontractor’s authorized representative information****(name, address, telephone numbers, fax numbers, e-mail address)** |  |
| **Attached are copies of the following original documents.** * 1. Articles of incorporation or constitution of the legal entity named above.
* 2. Authorization to represent the firm named above, in accordance with ITO 21.4
* 3. Government-Owned Enterprise Certification Form [ELI-3].
 |

1. Form ELI-3: Government-Owned Enterprise Certification Form

Government-Owned Enterprises (“GOEs”) are not eligible to compete for MCC-funded contracts for goods, information systems or works. Accordingly, GOEs (i) may not be party to any MCC-funded contract for goods or works procured through an open solicitation process, limited bidding, direct contracting, or sole source selection; and (ii) may not be pre-qualified or shortlisted for any MCC-funded contract for goods or works anticipated to be procured through these means.

This prohibition does not apply to Government-owned Force Account units owned by the Government of the Accountable Entity’s country, or Government-owned educational institutions and research centers, or any statistical, mapping or other technical entities not formed primarily for a commercial or business purpose, or where a waiver is granted by MCC in accordance with the *MCC Procurement Policy and Guidelines*. The full policy is available for your review on the Compact Procurement Guidelines page at the MCC Website (www.mcc.gov). As part of the eligibility verification for this procurement, please fill in the form below to indicate the status of your entity.

For purposes of this form, the term “Government” means one or more governments, including any agency, instrumentality, subdivision or other unit of government at any level of jurisdiction (national or subnational).

**CERTIFICATION**

Full Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Legal Name of Offeror in Language and Script of Country of Formation (if different from above):

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

Address of Principal Place of Business or Chief Executive Office of Offeror:

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

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

Full Name of Three (3) Highest Ranking Officials of Offeror (for any Offeror that is an entity):

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

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

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

Full Legal Name(s) of Parent Entity or Entities of Offeror (if applicable; if Offeror has no parent, please so state):

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

Full Legal Name(s) of Parent Entity or Entities of Offeror in Language and Script of Country of Formation (if applicable and if different from above):

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

Address(es) of Principal Place of Business or Chief Executive Office of Parent Entity or Entities of Offeror (if applicable):

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

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

1) Does a Government own a majority or controlling interest (whether by value or voting interest) of your shares or other ownership interest (whether directly or indirectly and whether through fiduciaries, agents or other means)?

Yes  No 

2) If your answer to question 1 was yes, are you a Government-owned:

1. Educational institution Yes  No 
2. Research center Yes  No 
3. Statistical entity Yes  No 
4. Mapping entity Yes  No 
5. Other technical entities not formed primarily for a commercial or business purpose Yes  No 

3) Regardless of how you answered question 1, please answer the following:

1. Do you receive any subsidy or payment (including any form of subsidized credit) or any other form of assistance (financial or otherwise) from a Government?

Yes  No 

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has a Government granted to you any special or exclusive legal or economic rights or benefits that may alter the competitiveness of your goods, works or services or otherwise influence your business decisions? Yes  No 

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does a Government have the ability to direct or decide any of the following with respect to you:
2. any reorganization, merger, or dissolution of you or the formation or acquisition of any subsidiary or other affiliate by you? Yes  No 
3. any sale, lease, mortgage, pledge, or other transfer of any of your principal assets, whether tangible or intangible and whether or not in the ordinary course of business? Yes  No 
4. the closing, relocation, or substantial alteration of the production, operational, or other material activities of your business? Yes  No 
5. your execution, termination, or non-fulfillment of material contracts?

Yes  No 

1. the appointment or dismissal of your managers, directors, officers or senior personnel or otherwise participate in the management or control of your business? Yes  No 

4) Have you ever been Government-owned or controlled? Yes  No 

5) If your answer to question 4 was yes, please answer the following questions:

1. How long were you Government-owned? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. When were you privatized? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Do you receive any subsidy or payment (including any form of subsidized credit) or any other form of assistance (financial or otherwise) from a Government?

Yes  No 

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Even though not majority or controlling, does a Government continue to hold any ownership interest or decision making authority in you or your affairs?

Yes  No 

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you send any funds to a Government other than taxes and fees in the ordinary course of your business in percentages and amounts equivalent to other non-Government-owned enterprises in your country that are engaged in the same sector or industry? Yes  No 

If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants are advised that:

1. Prior to announcing the winning Offeror or consultant or any list of pre-qualified Offerors or shortlisted consultants for this procurement, the Employer will verify the eligibility of such Offeror(s) or consultant(s) with MCC. MCC will maintain a database (internally, through subscription services, or both) of known GOEs and each winning or pre-qualified Offeror and winning or shortlisted consultant subject to this provision will be compared against the database and subject to such further due diligence as MCC may determine necessary under the circumstances.
2. Any misrepresentation by any entity submitting an Offer for this procurement may be deemed a “fraud” for purposes of the *MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations*.
3. Any entity that is determined by MCC to have organized itself, subcontracted any part of its MCC-funded contract, or otherwise associated itself with any other entity for the purpose of, or with the actual or potential effect of, avoiding or otherwise subverting the provisions of the *MCC Procurement Policy and Guidelines* may be deemed to be a GOE for all purposes of those Guidelines.
4. Any credible accusation that any entity submitting an Offer for this procurement is a GOE ineligible to submit an Offer in accordance with the *MCC Procurement Policy and Guidelines* will be subject to review in a Bid challenge in accordance with those Guidelines and the Accountable Entity’s Bid Challenge System.

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed a “fraud” for purposes of the *MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations*.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Signatory:

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

1. Form CON–1: Historical Contract Non-Performance

[The following table shall be filled in for the Offeror and for each member of a joint venture or other association that is a party to the Offeror.]

Offeror’s Legal Name: **[insert full name**]

Date: **[insert day, month, year]**

Offeror’s Party’s Legal Name: **[insert full name]**

Page **[insert page number]** of **[insert total number]** pages

|  |
| --- |
| **Non-Performing Contracts in accordance with Section III. Qualification and Evaluation Criteria** |
| 🞎 Contract non-performance did not occur during the five years prior to the deadline for Offer submission in accordance with **Section III. Qualification and Evaluation Criteria)** **OR**🞎 Contract(s) not performed during the five years prior to the deadline for Offer submission in accordance with **Section III. Qualification and Evaluation Criteria)** |
| **Year** | **Non performed portion of contract** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| **[insert year]** | **[insert amount and percentage]** | Contract identification: **[indicate complete contract name, number, and any other identification]**Name of institution: **[insert full name]**Address of institution: **[insert street/city/country]**Reason(s) for non-performance: **[indicate main reason(s)]** | **[insert amount]** |

|  |
| --- |
| **Failure to Sign a Contract, in accordance with Section III. Qualification and Evaluation Criteria** |
| No failure to sign a contract in accordance with **Section III. Qualification and Evaluation Criteria**OR* Failure to sign a contract in accordance with **Section III. Qualification and Evaluation Criteria**
 |
| Failure to Sign ContractIn the event of failure to sign a contract, clarify/explain your situation according to Section III. Qualification and Evaluation Criteria |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Claim as Percentage of Total Assets** | **Contract Identification** | **Total Contract Amount (current value, US$ equivalent)** |
| **[insert year]** | **[insert percentage]** | Contract identification: **[indicate complete contract name, number, and any other identification]**Name of institution: **[insert full name]**Address of institution: **[insert street/city/country]**Matter in dispute: **[indicate main issues in dispute]** | **[insert amount]** |

|  |
| --- |
| **Current and Past Proceedings, Litigation, Arbitration, Actions, Claims, Investigations and Disputes the process or outcome of which the Employer could reasonably interpret may impact or have the potential to impact the financial or operational condition of the Offeror in a manner that may adversely affect the Offeror’s ability to satisfy any of its obligations under the Contract****in accordance with Section III. Qualification and Evaluation Criteria**(each member of a Joint Venture/Association making up an Offeror must complete this table) |
| The Offeror, or a related company or entity, is currently, or within the past five (5) years has been, involved in any proceeding, litigation, arbitration, action, claim, investigation or dispute the process or outcome of which the Employer could reasonably interpret may impact or have the potential to impact the financial condition of the Offeror in a manner that may adversely affect the Offeror’s ability to satisfy any of its obligations under the Contract: |
| 🞎 No  **OR** 🞎 Yes**If Yes, Describe:** |
| **Year:** | **Matter in Dispute:** | **Value of Award (Actual or Potential) Against Consultant in US$ Equivalent:** |  |  |

1. Form CON-2: Social Performance Declaration

[The following table shall be filled in for the Offeror, each member of a Joint Venture and each specialized Subcontractor]

Legal Name: *[insert full name]*Date: *[insert day, month, year]*Joint Venture Member’s or Specialized Subcontractor’s Name: *[insert* *full name]*

|  |
| --- |
| **Social Performance Declaration** **in accordance with Section III, Qualification Criteria, and Requirements** |
| 🞎 **No suspension or termination of contract**: During five years prior to the deadline for Offer submission, an employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Social performance (which includes compliance with prohibitions against trafficking in persons and sexual harassment, exploitation and abuse). OR🞎 **Declaration of suspension or termination of contract**: During five years prior to the deadline for Offer submission the following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Social performance. Details are described below: |
| **Year** | **Terminated contract or Suspended portion of contract** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for suspension or termination: *[indicate main reason(s) e.g. sexual exploitation breaches]* | *[insert amount]* |
| *[insert year]* | *[insert amount and percentage]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for suspension or termination: *[indicate main reason(s)]* | *[insert amount]* |
| *…* | *…* | *[list all applicable contracts]* | *…* |
| **Performance Security called by an employer(s) for reasons related to ES performance** |
| **Year** | **Contract Identification** | **Total Contract Amount (current value, currency, exchange rate and US$ equivalent)** |
| *[insert year]* | Contract Identification: *[indicate complete contract name/ number, and any other identification]*Name of Employer: *[insert full name]*Address of Employer: *[insert street/city/country]*Reason(s) for calling of performance security: *[indicate main reason(s) e.g.*  | *[insert amount]* |

1. Form CON-3: Compliance with Sanctions Certification Form

In satisfaction of Clause G of the Additional Provisions at Annex A of the Contract, this form is to be completed by the Offeror upon submission of the Offer and, if selected, by the Contractor initially, within 28 days of receipt of Letter of Acceptance and Contract Agreement, and subsequently thereafter on the last business day prior to the last day of each quarter (March 31, June 30, September 30, December 31) after the signature of an MCC-Funded Contract[[18]](#footnote-19), for the duration of the Contract.

The form is to be submitted to the Accountable Entity Procurement Agent at the time of Offer submission, and to the Fiscal Agent thereafter [*email addresses for* *Accountable* *Entity Procurement and Fiscal Agents to be inserted here*] with a copy to MCC at sanctionscompliance@mcc.gov.

For the avoidance of doubt, reporting the provision of material support or resources (as defined below) to an individual or entity on the enumerated lists will not necessarily result in the disqualification of an Offeror or cancellation of the Contract. However, **failure** to report such provision, or any similar material misrepresentation, whether intentional or without due diligence, would be grounds for disqualifying the Offeror or canceling the Contract, and may subject such Offeror or Contractor to criminal, civil, or administrative remedies as appropriate under U.S. law.

**Instructions for completing this form are provided below.**

**Full Legal Name of Offeror/Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Name and Number of Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Accountable Entity with which Contract Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ALL OFFERORS/CONTRACTORS TO CHECK THE APPLICABLE BOX BELOW:* All eligibility verifications have been completed in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”,** and the Offeror/Contractor hereby certifies as follows:
	+ No adverse or negative results were obtained from such eligibility verifications; and
	+ To the best of its current knowledge, the Offeror/Contractor has not provided, at any time within the previous ten years or currently, any material support or resources (including without limitation, any MCC Funding[[19]](#footnote-20)), directly or indirectly to, or knowingly permitted any funding (including without limitation any MCC Funding) to be transferred to, any individual, corporation or other entity that the Offeror or Contractor knew, or had reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities on the enumerated lists described below (including the Offeror or Contractor itself).

**OR*** All eligibility verifications have been completed in accordance with  **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** and the Offeror/Contractor hereby certifies that the following adverse or negative results were obtained from such eligibility verification (information to be provided for each result in accordance with the instructions included with this form):
* Name of individual, corporation or other entity:
* Eligibility verification source(s) where listed ineligible:
* Position (if individual), or goods or services provided (if corporation or other entity):
* Estimated value of work performed as of certification date:
* A description of, and the circumstances under which such support was provided:
 |

I hereby certify that the information provided above is true and correct in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may be deemed to be “fraud” for purposes of the ITO or Contract, the *MCC Procurement Policy and Guidelines*, and other applicable MCC policy or guidance, including MCC’s Policy on Preventing, Detecting and Remediating Fraud and Corruption in MCC Operations.

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

**Printed Name of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INSTRUCTIONS FOR COMPLETING THE COMPLIANCE WITH SANCTIONS CERTIFICATION FORM:**

The Offeror/Contractor shall perform the following procedures to verify the eligibility of firms, key personnel, subcontractors, vendors, suppliers, and grantees, in accordance with **Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions,”** which is copied below for convenience.

Based on the results of these eligibility verifications, the Offeror/Contractor shall provide the applicable certification in the attached certification form. Note that for the purposes of this certification, Offerors/Contractors are only required to submit detailed back-up documentation about the eligibility verifications together with their certification form if the Offeror/Contractor identifies adverse or negative results. If not, Offerors/Contractors are free to mark the certification form accordingly and submit it to the appropriate recipient (although the Offeror/Contractor must maintain records per the instructions below).

The Offeror/Contractor shall verify that any individual, corporation, or other entity that has access to or is (or would be) a recipient of MCC Funding, including Offeror/Contractor staff, consultants, Subcontractors, vendors, suppliers, and grantees, is not listed on any of the following (or, in the case of #8 below, is not a national of, or associated in, any country appearing on such list):

1. System for Award Management (SAM) Excluded Parties List -  <https://sam.gov/content/entity-information>
2. World Bank Debarred List - <https://www.worldbank.org/debarr>
3. US Treasury, Office of Foreign Assets Control, Specially Designated Nationals (SDN) List - <https://sanctionssearch.ofac.treas.gov/>
4. US Department of Commerce, Bureau of Industry and Security, Denied Persons List - <https://www.bis.doc.gov/index.php/the-denied-persons-list>
5. US State Department, Directorate of Defense Trade Controls, AECA Debarred List - <https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=c22d1833dbb8d300d0a370131f9619f0>
6. US State Department, Foreign Terrorist Organizations (FTO) List - <https://www.state.gov/foreign-terrorist-organizations/>
7. US State Department, Executive Order 13224 - <https://www.state.gov/executive-order-13224/>
8. US State Sponsors of Terrorism List - <https://www.state.gov/state-sponsors-of-terrorism/>

In addition to these lists, before providing any material support or resources to an individual or entity, the Offeror/Contractor will also consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

Documentation of the process takes two forms. The Offeror/Contractor should prepare a table listing each staff member, consultant, subcontractor, vendor, supplier, and grantee working on the contract, such as the form provided below.

|  |  |  |
| --- | --- | --- |
|  | Date Checked |  |
| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Eligible (Y/N) |
| SAM Excluded Parties List | World Bank Debarred List | SDN List | Denied Persons List | AECA Debarred List | FTO List | Executive Order 13224 |
| Offeror/Contractor (the firm itself) |  |  |  |  |  |  |  |  |
| Staff Member #1 |  |  |  |  |  |  |  |  |
| Staff Member #2 |  |  |  |  |  |  |  |  |
| Consultant #1 |  |  |  |  |  |  |  |  |
| Consultant #2 |  |  |  |  |  |  |  |  |
| Sub-Contractor #1 |  |  |  |  |  |  |  |  |
| Sub-Contractor #2 |  |  |  |  |  |  |  |  |
| Vendor #1 |  |  |  |  |  |  |  |  |
| Supplier #1 |  |  |  |  |  |  |  |  |
| Grantee #1 |  |  |  |  |  |  |  |  |

The Offeror/Contractor should list the date on which the search was conducted using each eligibility verification source, and whether the staff member, consultant, subcontractor, vendor, supplier, or grantee was determined to be eligible – that is, did not show up on any of the eligibility verification sources.

In addition, 1. SAM Excluded Parties List, 3. SDN List, and 5. AECA Debarred List are searchable databases that return a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility, the Offeror/Contractor should print out and retain for each staff member, consultant, subcontractor, vendor, supplier, or grantee the search results page for each eligibility verification source, which should read, *“Has Active Exclusion? No”* or *“No records found.”* (in the case of SAM Excluded Parties List), *“Your search has not returned any results.”* (in the case of SDN List), or *“No records in Statutorily Debarred Parties using that filter”* or *“No records in Admin Debarred Parties using that filter”* (in the case of AECA Debarred List). In the case of 2. World Bank Debarred List, Table 1: Debarred & Cross-Debarred Firms & Individuals will display a blank field that indicates no matching records have been found. For 4. Denied Persons List, 6. FTO List, and 7 Executive Order 13224, there is no searchable database provided so the Consultant will review each static list and confirm it does not name the firms or individuals identified in the table above.

If an adverse record(s) has/have been found for one or more individuals or entities, including for the Offeror/Contractor itself, the Offeror/Contractor must conduct additional research to determine whether the finding is a “false positive” (such as an individual whose name matches the name of an individual listed on a sanctions list, but is a different person). If it is a false positive, the Offeror/Contractor will mark the staff member, consultant, subcontractor, vendor, supplier, or grantee as eligible, and retain the research confirming that eligibility.

If any of the Offeror’s/Contractor’s personnel, consultants, subcontractors, vendors, suppliers, or grantees are found to be ineligible at this stage, the Accountable Entity will determine whether it is possible under the circumstances to allow the Offeror/Contractor to make a substitution. This determination will be made on a case by case basis and will require approval by MCC regardless of the estimated value of the proposed contract.

In addition, in accordance with *MCC Procurement Policy and Guidelines*, the Offeror/Contractor must ensure that MCC Funding is not used for goods or services from a country, or from a firm that is organized in or has its principal place of business or a significant portion of its operations in a country, that is subject to country-based sanctions or other restrictions under the law of the United States, including U.S. designated State Sponsors of Terrorism (<https://www.state.gov/state-sponsors-of-terrorism/>).

All of these documents must be retained by the Offeror/Contractor as part of the overall record of the Contract for the duration of the Contract, and for the further period after the contract expiration that is required for document retention under the Contract (typically five years after the expiration date of the Compact Program or Threshold Program). Access to these documents must be provided to the Accountable Entity, MCC, or their designees in accordance with the access provisions of the Contract, And to the USAID Office of Inspector General (responsible for oversight of MCC operations), upon request.

**Annex A “Additional Provisions,” Paragraph G “Compliance with Terrorist Financing Legislation and Other Restrictions”**

1. The Contract Party, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources (as defined below) directly or indirectly to, or knowingly permit any funding (including without limitation MCC Funding) to be transferred to, any individual, corporation or other entity that such Party knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (i) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury’s Office of Foreign Assets Control, which list is available at [www.treas.gov/offices/enforcement/ofac](http://www.treas.gov/offices/enforcement/ofac), (ii) on the consolidated list of individuals and entities maintained by the “1267 Committee” of the United Nations Security Council, (iii) on the list maintained on [www.sam.gov](http://www.sam.gov), or (iv) on such other list as the Accountable Entity may request from time to time.

For purposes of this provision:

1. “Material support and resources” includes currency, monetary instruments or other financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
2. “Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
3. “Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge
4. The Contract Party shall ensure that its activities under this Agreement comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, restrictive trade practices, boycotts, and all other economic sanctions promulgated from time to time by means of statute, executive order, regulation or as administered by the Office of Foreign Assets Control of the United States Treasury Department or any successor governmental authority, including, 18 U.S.C. Section 1956, 18 U.S.C. Section 1957, 18 U.S.C. Section 2339A, 18 U.S.C. Section 2339B, 18 U.S.C. Section 2339C, 18 U.S.C. Section 981, 18 U.S.C. Section 982, Executive Order 13224, 15 C.F.R. Part 760, and those economic sanctions programs enumerated at 31 C.F.R. Parts 500 through 598 and shall ensure that its activities under the Contract comply with any policies and procedures for monitoring operations to ensure compliance, as may be established from time to time by MCC, the Accountable Entity, the Fiscal Agent, or the Bank, as may be applicable. The Contract Party shall verify, or cause to be verified, appropriately any individual, corporation or other entity with access to or recipient of funds, which verification shall be conducted in accordance with the procedures set out in the MCC Procurement Policy and Guidelines that can be found on MCC’s website at www.mcc.gov. The Contract Party shall (A) conduct the monitoring referred to in this paragraph on at least a quarterly basis, or such other reasonable period as the Accountable Entity or MCC may request from time to time and (B) deliver a report of such periodic monitoring to the Accountable Entity with a copy to MCC.
5. Other restrictions on the Contract Party shall apply as set forth in Section 5.4(b) of the Compact with respect to drug trafficking, terrorism, sex trafficking, prostitution, fraud, felony, any misconduct injurious to MCC or the Accountable Entity, any activity contrary to the national security interests of the United States or any other activity that materially and adversely affects the ability of the Government or any other party to effectively implement, or ensure the effective implementation of, the Program or any Project or to otherwise carry out its responsibilities or obligations under or in furtherance of the Compact or any Supplemental Agreement or that materially and adversely affects the Program Assets or any Permitted Account.
6. Form FIN-1: Financial Situation

Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form.

|  |  |
| --- | --- |
|  | **Financial Data for Previous 5 Years [US$ Equivalent]** |
|  | **Year 1:**  | **Year 2:**  | **Year 3:** | **Year 4:** | **Year 5:**  |

**Information from Balance Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Assets** |  |  |  |  |  |
| **Total Liabilities** |  |  |  |  |  |
| **Net Worth** |  |  |  |  |  |
| **Current Assets** |  |  |  |  |  |
| **Current Liabilities** |  |  |  |  |  |

**Information from Income Statement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Revenues**  |  |  |  |  |  |
| **Profits Before Taxes** |  |  |  |  |  |
| **Profits After Taxes** |  |  |  |  |  |

|  |
| --- |
| * Attached are copies of financial statements (balance sheets including all related notes and income statements) for the last 5 years, as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the Offeror or member of a Joint Venture or other Association, and not sister or parent companies.
* Historic financial statements must be audited by a certified accountant.
* 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).
 |

\*Offerors to fill this table. The Employer will verify during the review process**.**

1. Form FIN-2: Average Annual Construction Turnover

Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form.

|  |
| --- |
| **Annual Turnover Data for the Last 5 Years (Construction only)** |
| **Year** | **Amount****Currency** | **Exchange** **Rate** | **US$****Equivalent** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Average Annual Construction Turnover** |  |

The information supplied should be the annual construction turnover of the Offeror or each member of a Joint Venture/Association making up an Offeror 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.

1. Form FIN-3: Financial Resources

Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form, specifying proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject Contract or contracts as indicated in **Section III. Qualification and Evaluation Criteria**.

|  |  |  |
| --- | --- | --- |
| **No.** | **Source of Financing** | **Amount (USD equivalent)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. Form FIN-4: Current Contract Commitments / Works in Progress

Each Offeror and each member of a Joint Venture/Association making up an Offeror should provide information on their 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Contract** | **Employer, contact address/tel/fax** | **Value of outstanding work (current USD equivalent)** | **Estimated completion date** | **Average monthly invoicing over last six months(USD/month)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Form EXP-1: *Not used*
2. Form EXP-2: Similar Construction Experience

[Fill in one (1) form per contract.

Attach relevant supporting documents issued by respective employers (taking-over certificates, performance certificates, certificate on completion, as applicable).]

|  |
| --- |
| **Contract of Similar Size and Nature** |
| **Contract No . . . . . . of . . . . . .** | **Contract Identification** |  |
| **Award Date** |  | **Completion Date** |  |
| **Role in Contract** | * **Contractor**
 | * **Management Contractor**
 | * **Subcontractor**
 |
| **Total Contract Amount** | **US$** |
| **If member of a Joint Venture or other Association, or a subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** |
| **Employer’s Name****Address****Telephone/Fax Number****E-mail** |  |
| **Description of the similarity with the Employer's Requirements** |
|  |  |

1. Form EXP-3: Specific Construction Experience in Key Activities

For key activity ................... [please refer to each key activities listed under Sub-Factor 13 from the Qualifications Tables in Section III. Qualification and Evaluation Criteria)

Attach relevant supporting documents issued by respective Employers (taking-over certificates, performance certificates, certificate on completion, as applicable)]

|  | **Information** |
| --- | --- |
| Contract identification |
| Award date |  |
| Completion Date |
| Role in Contract | Prime Contractor | Member in JV  | Management Contractor | Subcontractor  |
| Total Contract Amount | US$  |
| Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year | Total quantity in the contract(i) | Percentage participation(ii) | Actual Quantity Performed (i) x (ii) |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year ... |  |  |  |
| Year ... |  |  |  |
| Employer’s Name: |  |
| Address:Telephone/fax numberE-mail: |  |

|  |  |
| --- | --- |
| Description of the key activities in accordance with Sub-Factor 14 from the Qualifications Tables in Section III. Qualification and Evaluation Criteria : | **Information** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Form EXP-4: Environmental and Social (E&S) Management Experience

[Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form.]

| **Starting****Month****Year** | **Ending****Month****Year** | **Contract Identification and Name****Name, address, telephone number, fax number, and e-mail of Employer****Brief Description of the Works Executed by the Offeror, the Types of E&S Impacts Encountered, and Mitigation Measures Implemented** | **Role of Offeror (i.e. primary contractor or subcontractor responsible for E&S issues)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Offeror shall demonstrate that they possess Environmental and Social (“E&S”) management expertise and can successfully manage the E&S risks associated with the implementation of the Works, as follows:

* Provide examples of site-specific E&S management plans developed by the Offeror for similar work over the last 5 years;
* Demonstrate a successful record implementing both effective environmental and effective social risk mitigation measures on similar projects over the last 5 years;
* Provide 2 references regarding the Offeror’s development of site-specific Environmental and Social Management Plans (ESMPs) and successful implementation of E&S mitigation measures.
1. Form EXP-5: Health and Safety (H&S) Management Experience

[Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form.]

| **Starting****Month****Year** | **Ending****Month****Year** | **Contract Identification and Name****Name, address, telephone number, fax number, and e-mail of Employer****Brief Description of the Works Executed by the Offeror and H&S Measures Implemented** | **Role of Offeror (i.e. primary contractor or subcontractor responsible for H&S issues)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Offeror shall demonstrate that they possess Health and Safety (“H&S”) management expertise and can successfully manage the H&S risks related to the implementation of the Works. To demonstrate, they shall provide the following:

* Provide examples of H&S management plans developed by the Offeror for similar work over the last 5 years;
* Demonstrate a successful record implementing effective H&S mitigation measures on similar projects over the last 5 years;
* Provide 2 references regarding the Offeror’s development of H&S plans and successful implementation of H&S mitigation measures.
1. Form REF-1: References of MCC-Funded Contracts

[Each Offeror or member of a Joint Venture/Association making up an Offeror must fill in this form and include information about any and all MCC-funded contracts (either with MCC directly or with any Accountable Entity, anywhere in the world) to which the Offeror or member of a Joint Venture/Association making up an Offeror is or has been a party whether as a lead contractor, affiliate, associate, subsidiary, subcontractor, or in any other role. ]

|  |
| --- |
| **Contracts with MCC** |
| **Contract Name and Number** | **Role in Contract** | **Total Contract Amount** | **Employer Name and Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Contracts with an Accountable Entity** |
| **Contract Name and Number** | **Role in Contract** | **Total Contract Amount** | **Employer Name and Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Form REF-2: References for Contracts Not Funded by MCC

[Each Offeror or member of a Joint Venture/Association making up an Offeror must provide contact information for at least three (3) references that can provide substantial input about:

1. The type of work performed
2. Confirm the quality of the work experience listed in the following Forms as submitted as part of the Offeror’s qualification documents:

EXP-2: Similar Construction Experience

EXP-3: Specific Construction Experience

EXP-4: Environmental and Social (E&S) Management Experience

EXP-5: Health and Safety (H&S) Management Experience

The Employer reserves the right, at its sole discretion, to contact other sources as well as to check references and past performance. For each reference, list a contact individual, their title, address, facsimile, phone and e-mail address**.]**

 **[Maximum 5 pages]**

Part 2
Employer's Requirements

Section V. Employer's Requirements

**[Insert Employer's Requirements here, including the following sections]**

* Technical Specifications & Performance Requirements[[20]](#footnote-21)
* Drawings

Part 3
Contract Documents

Section VI. General Conditions of Contract

The General Conditions of Contract are available [here](https://www.mcc.gov/resources/doc/sbd-sub-sw-cbqpbs-gcc-21dec2023). Offerors must download and review before submitting a bid.

Section VII. Particular Conditions of Contract

**Particular Conditions of Contract**

The following Particular Conditions of Contract (“PCCs”) shall supplement and/or amend the General Conditions of Contract. Whenever there is a conflict, the provisions in the Particular Conditions of Contract shall prevail over the General Conditions of Contract.

|  |
| --- |
| A. General |
| **GCC 1.1 (y)** | The Engineer is **[insert name, address, and name of Engineer and its authorized representative]**. |
| **GCC 1.1 (hh)** | The Intended Completion Date for the whole of the Works shall be **[insert duration in days or months]** from the Start Date.**[If different durations are specified for completion of the Works by section (“sectional completion” or milestones), these durations from the Start Date should be listed here.]** |
| **GCC 1.1 (ii)** | The date of the Letter of Acceptance is **[insert date of Letter of Acceptance has been signed]** |
| **GCC 1.1 (yy)** | The Site is located at **[insert address of Site ]** and is defined in drawings No. **[insert numbers].** |
| **GCC 1 (ccc)** | The Start Date shall be the date, notified by the Engineer, when the following conditions are met:1. The Program (GCC 29) is approved by the Engineer;
2. The HSMP (GCC 68) is approved by the Engineer;
3. The CESMP (GCC 70) is approved by the Engineer;
4. The Contractor receives written confirmation from the Engineer that actions requiring completion by the approved RAP have been completed (GCC 70.5)
5. ***[insert any other precedent conditions, as applicable]***

**The Start Date shall be prior to, or on the same date as the Site Possession Date.** |
| **GCC 1.1 (ggg)** | The Works consist of **[insert brief summary, including relationship to other contracts under the project]**. |
| **GCC 2.2** | Sectional Completions are: **[insert nature and dates, if appropriate]**.  |
| **GCC 2.3(i)** | The following documents also form an integral part of this Contract: **[list documents, if any]**. |
| **GCC 3.1** | This Contract shall be executed in the English language Yes **[ ]** No **[ ]** and in the **[local language]** Yes **[ ]** No **[ ]**. |
| **GCC 6.1**  | For notices that are served on the Employer, the address shall be:**[insert complete address, including e-mail]**For notices that are served on the Contractor, the address shall be:**[insert complete address, including e-mail]** |
| **GCC 8.1** | Schedule of Other Contractors: **[insert Schedule of Other Contractors, if appropriate]**. |
| **GCC 9.1** | Schedule of Key Personnel: **[insert Schedule of Key Personnel]**. |
| **GCC 13.1** | The minimum insurance amounts and deductibles shall be:1. for the Works, Plant and Materials: **[insert amounts; insurance should be for no less than the total Contract Price]**.
2. for loss or damage to Equipment: **[insert amounts]**.
3. for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract **[insert amounts]**.
4. for personal injury or death:

(i) of the Contractor’s employees: **[insert amount].**(ii) of other people: **[insert amount]**. |
| **GCC 19.1** | The Site Possession Date(s) shall be: **the date on, or after the Start Date, when all conditions stipulated under PCC 1 (ccc) are met.** |
| **GCC 23.2** | Fees and types of reimbursable expenses to be paid to the Adjudicator: **[insert hourly fees and reimbursable expenses]**. |
| **GCC 23.3** | **[For smaller contracts, the institution is usually from the Employer’s country. For larger contracts, and contracts that are likely to be awarded to international contractors, it is recommended that the arbitration procedure of an international institution be adopted.]** The institution whose arbitration procedures shall be used is: **[insert name of arbitration institution selected]**. **[For larger contracts with international contractors, it is recommended to select one institution among those listed below; insert the corresponding wording.]**“***United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules***:Sub-Clause 23.3—Any dispute, controversy, or claim arising out of or relating to this Contract, or breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.”or“***Rules of Conciliation and Arbitration of the International Chamber of Commerce (ICC):***Sub-Clause 23.3—All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.”or“***Rules of Arbitration Institute of the Stockholm Chamber of Commerce***:Sub-Clause 23.3—Any dispute, controversy, or claim arising out of or in connection with this Contract, or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.”or“***Rules of the London Court of International Arbitration***:Sub-Clause 23.3—Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity, or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this Clause.”The place of arbitration shall be: **[insert city and country]**. |
| **GCC 24.1** | Appointing Authority for the Adjudicator: **[insert name of Appointing Authority]**. |
| B. Time Control |
| **GCC 29.1** | The Contractor shall submit for approval a Program for the Works within **[number]** days from the date of Contract signing. |
| **GCC 29.3** | The period between Program updates is **[insert number]** days.The amount to be withheld for late submission of an updated Program is **[insert amount]**. |
| C. Quality Control |
| **GCC 37.1** | The Defects Liability Period is: **[insert number]** days.[[21]](#footnote-22) |
| D. Cost Control |
| **GCC 45.1** | The interest rate on payments in United States Dollars shall be: **[insert rate]**.The interest rate on payments in the currency of the Employer’s country shall be: **[insert rate]***.* |
| **GCC 47.1** | Copies of the Compact and other agreements relevant to the Tax treatment of MCC Funding may be found at **[insert link to documents on Employer’s website]**. |
| **GCC 48.1** | The currency of the Employer’s country is: **[insert name of currency of the Employer’s country]**. |
| **GCC 49.1** | This Contract **[insert “is” OR “is not”]** subject to price adjustment in accordance with GCC Clause 49. If this Contract is subject to price adjustment, the following information regarding coefficients applies.The coefficients for adjustment of prices are:1. For currency **[insert name of local currency]**:

(i) **[insert percentage]** percent nonadjustable element (coefficient A). (ii) **[insert percentage]** percent adjustable element (coefficient B).1. For United States Dollars:

(i) **[insert percentage]** percent nonadjustable element (coefficient A). (ii) **[insert percentage]** percent adjustable element (coefficient B).The Index I for local currency shall be **[insert index]**.The Index I for United States Dollars shall be **[insert index]**.**[These proxy indices shall be the same as those proposed by the Contractor in the Technical Offer, subject to acceptance by the Employer.]** |
| **GCC 49.2** | Price adjustments shall be made **[insert number of months]** months into this Contract and shall be repeated at **[insert number of months]** month intervals thereafter. |
| **GCC 50.1** | The proportion of payments retained is: **[insert percentage]**.[[22]](#footnote-23) |
| **GCC 51.1** | The liquidated damages for the whole of the Works are **[insert percentage of the final Contract Price]** per day. The maximum amount of liquidated damages for the whole of the Works is **[insert percentage]** of the final Contract Price.[[23]](#footnote-24) |
| **GCC 52.1** | **Reserved.[[24]](#footnote-25)**  |
| **GCC 53.1** | The Advance Payments shall be: **[insert amount(s)]** and shall be paid to the Contractor no later than **[insert date(s)]**.[[25]](#footnote-26)  |
| **GCC 53.3** | Repayment of the advance payment shall start after certification of: **[insert percentage]** percent **[( %)]** of the Contract Price. Recovery of the advance payment shall be in the amount of: **[insert percentage]** percent **[( %)]** of the amount of monthly Interim Payment Certificates. Advance payment shall be recovered in full prior to the time when **[insert]** percent of the Contract Price has been certified for payment. |
| **GCC 54.1** | The Performance Security amount is **[insert amount(s) denominated in the types and proportions of the currencies in which the Contract Price is payable]*[[26]](#footnote-27)***in the form of Unconditional Bank Guarantee. |
| E. Finishing the Contract |
| **GCC 60.1** | The date by which “as built” Drawings are required is **[insert date]**. |
| **GCC 60.2** | The date by which operating and maintenance manuals are required is **[insert date].** |
| **GCC 60.3** | The amount to be withheld for failing to produce “as built” Drawings and/or operating and maintenance manuals by the date required in GCC Sub-Clauses 60.1 and 60.2 is **[insert amount]**. |
| **GCC 61.2 (g)** | The maximum number of days is: **[insert number; consistent with GCC Sub-Clause 51.1 on liquidated damages]***.*  |
| **GCC 61.4** | The number of continuous days is: **[insert number of days].**The number of days (for multiple periods but due to the same event) is: **[insert number of days].** |
| **GCC 62.1** | The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is **[insert percentage]**. |
| F. Additional Provisions |
| **GCC 68.1** | The number of days after the date of Contract signing for the submission of the HSMP shall be: ***[insert number of days]*** |
| **GCC 70.1** | The number of days after the date of Contract signing for the submission of the CESMP shall be: ***[insert number of days]*** |
| **GCC 72.1** | MCC sets a voluntary target for Contractors to employ women at 30 percent of its contracted and subcontracted personnel at each skill/occupational level.  |

Section VIII. Contract Forms and Annexes

The Contract Forms and Annexes are available [here](https://www.mcc.gov/resources/doc/sbd-sub-lwdbsw-cbqpbs-cfa-21dec2023). Offerors must download and review before submitting a bid.

1. Lump sum contracts should be used for Works that can be defined in their full physical and qualitative characteristics before Offers are called, or where the risks of substantial design variations are minimal - usually construction of buildings or a series of small structures, such as pumps or school blocks. In such lump sum contracts, priced “Activity Schedules” are used, to enable payments to be made as “activities” are completed. Payments can also be made on the basis of percentage completion of each activity. [↑](#footnote-ref-2)
2. WB copyright <http://www.worldbank.org> [↑](#footnote-ref-3)
3. The financial information provided by an Offeror shall be reviewed in its entirety to allow a truly informed judgment about the capacity of the Offeror to undertake the contract, and will not be limited strictly to substantiate the financial ratios indicated here. [↑](#footnote-ref-4)
4. For Offers consisting of more than one lot, Offerors are required to provide information to demonstrate their financial capacity to carry out more than one lot. [↑](#footnote-ref-5)
5. Unless exempted by MCC, this requirement is met by the submission of **one of the following:** 1) audited financial statements for the last 3 (three) years, supported by audit letters, 2) certified financial statements for the last three (3) years, supported by tax returns or 3) a copy of the Contractor’s Dun & Bradstreet Business Information Report (“BIR”).The Dun & Bradstreet report must either be notarized, or accompanied by the following statement by the Offeror: “I certify that the attached BIR has been issued by Dun & Bradstreet within thirty (30) days of the date of this certification, that report has not been altered in any way since its issuance, and that it is true and correct to the best of my knowledge.” The statement must be signed by an authorized representative of the Offeror. If the Offer is submitted by a joint venture, all parties in the joint venture are required to submit their financial statements or Dun & Bradstreet BIR. The reports should be submitted in order of the partner’s significance in the partnership, greatest to least. Failure to submit one of the three documents as evidence of financial capacity may result in the rejection of the Offer. [↑](#footnote-ref-6)
6. *[Remove this section if there are no equipment requirements.]* [↑](#footnote-ref-7)
7. *[Remove this section if there are no key personnel requirements.]* [↑](#footnote-ref-8)
8. *[In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule”.]* [↑](#footnote-ref-9)
9. World Bank, African Development Bank, Asian Development Bank, Inter-American Development Bank, and European Bank of Reconstruction and Development. [↑](#footnote-ref-10)
10. *[Remove this form if a Bid Security is not required]* [↑](#footnote-ref-11)
11. *[In lump sum contracts, delete “Bill of Quantities” and replace with “Activity Schedule”.]* [↑](#footnote-ref-12)
12. The method of measurement should be spelled out precisely in the Preamble to the Bill of Quantities, describing for example the allowances (if any) for timbering in excavation, etc. Many national standard reference guides have been prepared on the subject, and one such guide is the *Standard Method of Measurement* of the U.K. Institution of Civil Engineers. [↑](#footnote-ref-13)
13. The Offeror shall state the percentage in a common foreign currency equivalent required for payment and the exchange rates and official sources used. [↑](#footnote-ref-14)
14. The Offeror shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used. [↑](#footnote-ref-15)
15. The bidder shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used. [↑](#footnote-ref-16)
16. The Offeror who proposes for more than one lot must take this into account by including the information required for each of the lots for which it is submitting an Offer. [↑](#footnote-ref-17)
17. The successful Offeror will be required to carry out the Works in accordance with the site- specific Contractor’s Environmental and Social Management Plan (“CESMP”) and the site-specific Health and Safety Management Plan (“HSMP”), to be prepared by it following Contract award, and approved by the Engineer. The site-specific CESMP and HSMP shall be prepared based on the contents of Section V. Employer's Requirements and the Employer’s Environmental & Social Management Plan. This includes requirements on community engagement and gender integration incorporated into the CESMP, gender analysis, the Employer’s Social and Gender Integration Plan, and TIP requirements of MCC and the Employer’s country’s laws and regulations. [↑](#footnote-ref-18)
18. “MCC-Funded Contract” is defined as a contract signed by an Accountable Entity or Core Team, as opposed to a contract signed by MCC, under the provisions of MCC’s Procurement Policy and Guidelines, and using funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding. [↑](#footnote-ref-19)
19. “MCC Funding” is defined as funding provided by MCC, through a Compact Program, a Threshold Program, or 609(g) funding [↑](#footnote-ref-20)
20. *[Insert here a list of the Specifications. The actual Specifications and Performance Requirements should be attached to this section or annexed in a separate volume. A set of precise and clear Specifications is a prerequisite for Offerors to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their Offers. The Specifications must be drafted to present a clear statement of the required standards of workmanship, materials, and performance of the works, goods and services to be procured, as well as required plant, supplies, key personnel, applicable standards and codes, and environmental, social, health, and safety requirements to be satisfied by the Contractor in executing the Works.]* [↑](#footnote-ref-21)
21. [*The Defects Liability Period is usually limited to 12 months, but could be less in very simple projects.]* [↑](#footnote-ref-22)
22. *[It is recommended that 10 percent of the payments be retained.]* [↑](#footnote-ref-23)
23. *[Usually liquidated damages are set at a dollar amount per day, and the total amount is not to exceed between 5 percent and 10 percent of the Contract Price. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]* [↑](#footnote-ref-24)
24. *[If GCC Clause 52 allows for payment of a bonus, “Reserved” should be deleted and the following should be inserted in its place:*

*The bonus for the whole of the Works is [insert percentage of final Contract Price] per day.*

*The maximum amount of bonus for the whole of the Works is [insert percentage] of the final Contract Price.]* [↑](#footnote-ref-25)
25. *[It is advised that the Advance Payment not exceed 10 percent of the Contract Price.]* [↑](#footnote-ref-26)
26. *[It is advised that the Performance Security be in the amount of 10 percent of the Contract Price.]* [↑](#footnote-ref-27)