# CHAPTER IV: TENDER FORMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Form** | **Note** | **Method of implementation** |
| 1 | Bid form | Form No.1(a) | Applicable in the case where the Contractor proposes a discount in the discount letter | Attach in the BBG |
| Form No.1(b) | Applicable in the case where the Contractor proposes a discount in the bid | Attach in the BBG |
| 2 | Letter of authorization | Form No. 2 | Only applicable in the case where the legal representative of the Contractor has authorization in the bidding | Attach in the BBG |
| 3 | Joint venture agreement  | Form No. 3 | Only applicable if joint ventures participate as bidders | Attach in the BBG |
| 4 | Bid price sheet | Form No. 4 | Bid price summary sheet | Attach in the BBG |
| 5 | Contractor information declaration form | Form No. 5(a) |  | Attach in the BBG |
| Information declaration form about members of the joint venture contractor | Form No. 5 (b) | Only applicable in the case where a joint venture contractor participates in the bidding | Attach in the BBG |
| 6 | Scope of work using subcontractors | Form No. 6 | Applicable only when using subcontractors | Attach in the BBG |
| 7 | List of consultants | Form No. 7 |  | Attach in the BBG |
| 8 | Curriculum vitae of consultant  | Form No. 8 |  | Attach in the BBG |

**Form No. 01 (a)**

**BID FORM (1)**

*(The provision applies in cases where the Contractor does not propose a discount or proposes a discount in a separate discount letter.)*

Date:\_\_\_*[Specify the date on the bid application]*

Name of procurement:\_\_\_*[Specify the name of the procurement as stated in the invitation to bid. ]*

To:\_\_\_*[* *Specify the full and accurate name of the Inviting Entity. ]*

After carefully studying the Invitation to bid (including revisions thereof, if any), we, \_\_\_\_\_\_\_\_\_\_ *[insert name of bidder]* pledge ourselves to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert scope of consulting services]* in accordance with ITB with a total amount of \_\_\_\_*[* *Specify the amount in figures, in words, and the bidding currency]* (2) along with the attached summary bid price sheet. Contract execution period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert time for performing all tasks required in ITB* (3)*.*

We hereby declare that:

1. We only participate in this bid proposal as main contractor.

2. We are not undergoing dissolution process, are not thrown into bankruptcy, and do not incur bad debts as prescribed by law.

3. We do not commit violations against regulations on assurance of competitiveness in bidding

4. We do not engage in acts of corruption, bribery, collusion, obstruction, or any other violations of bidding laws when participating in this bidding package.

5. The information provided in the bid proposal is truthful.

This proposal is valid for a period of \_\_\_\_ (4)days, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_(5)*.*

 **Legal representative of bidder** (6)

 *[Full name, position, signature, and seal (if any)]*

Notes:

(1) Bidder must provide sufficient and accurate information including names of soliciting entity and bidder, effective period of the bid proposal, which bears the signature and seal (if any) and of the bidder’s legal representative.

(2) The bid price stated in the bid form must be specific, fixed in both numeric and written forms, and logically consistent with the total bid price in the summary bid price sheet. It should not propose different bid prices or include conditions that disadvantage the Investor or the Inviting Entity.

(3) The contract execution period stated in the bid form must be compatible with the completion schedule outlined in the BBG.

(4) The effective period of the BBG is calculated from the bid closing date to the last effective date as specified in the ITB. The time from the bid closing moment until the end of the 24-hour period of the bid closing day is considered as one day.

(5) Specify the bid closing date as stipulated in Section 17.1. **BDL**.

(6) In case the legal representative of the Contractor delegates signing of the bid form to a subordinate, they must include a Letter of authorization using Form No. 02 of this Chapter. If the company's charter or related documents assign responsibility for signing the bid application to a subordinate, these documents must be included (without needing to create a Power of Attorney using Form No. 02 of this Chapter). If the Contractor is a consortium, each member's legal representative must sign, except in cases where the consortium agreement using Form No. 03 of this Chapter specifies that members agree for the head of the consortium to sign the bid application. If individual members of the consortium have Letter of authorization, they should proceed as independent Contractors. If the Contractor wins the bid, before signing the contract, they must submit authenticated copies of these documents to the Investor. If inaccuracies are found in the initial declaration, the Contractor is considered to have violated Section 3. CDNT.

**Form No. 01(b)**

**BID FORM** (1)

*(Applicable in the case where the Contractor proposes a discount in the bid)*

Date:\_\_\_*[Specify the date on the bid application]*

Name of procurement:\_\_\_*[Specify the name of the procurement as stated in the invitation to bid. ]*

To:\_\_\_*[* *Specify the full and accurate name of the Inviting Entity. ]*

After carefully studying the Invitation to bid (including revisions thereof, if any), we, \_\_\_\_\_\_\_\_\_\_ *[insert name of bidder]* pledge ourselves to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert scope of consulting services]* in accordance with ITB with a total amount of \_\_\_\_*[* *Specify the amount in figures, in words, and the bidding currency]* (2) along with the attached summary bid price sheet.

Additionally, we voluntarily propose a bid discount in the amount of:\_\_\_*[Specify the amount of the discount in numerical, written, and currency terms. ].*

The bid price after deducting the discount amount is :\_\_\_\_*[ Specify the amount of the discount in numerical, written, and currency terms.](3).*

Contract execution period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert time for performing all tasks required in ITB* *(4).*

We hereby declare that:

1. We only participate in this bid proposal as main contractor.

2. We are not undergoing dissolution process, are not thrown into bankruptcy, and do not incur bad debts as prescribed by law.

3. We do not commit violations against regulations on assurance of competitiveness in bidding

4. We do not engage in acts of corruption, bribery, collusion, obstruction, or any other violations of bidding laws when participating in this bidding package.

5. The information provided in the bid proposal is truthful.

This proposal is valid for a period of \_\_\_\_ (5) days, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_((6)*.*

 **Legal representative of bidder** (7)

 *[Full name, position, signature, and seal (if any)]*

Note:

(1) Bidder must provide sufficient and accurate information including names of soliciting entity and bidder, effective period of the bid proposal, which bears the signature and seal (if any) and of the bidder’s legal representative.

(2) The bid price stated in the bid form must be specific, fixed in both numeric and written forms, and logically consistent with the total bid price in the summary bid price sheet. It should not propose different bid prices or include conditions that disadvantage the Investor or the Inviting Entity.

(3) Specify whether the discount applies to the entire bidding package or to specific tasks or categories (specify which tasks or categories are discounted).

(4) The contract execution period stated in the bid form must be compatible with the completion schedule outlined in the BBG.

(5) The effective period of the BBG is calculated from the bid closing date to the last effective date as specified in the ITB. The time from the bid closing moment until the end of the 24-hour period of the bid closing day is considered as one day.

(6) Specify the bid closing date as stipulated in Section 17.1. **BDL**.

(7) In case the legal representative of the Contractor delegates signing of the bid form to a subordinate, they must include a Letter of authorization using Form No. 02 of this Chapter. If the company's charter or related documents assign responsibility for signing the bid application to a subordinate, these documents must be included (without needing to create a Power of Attorney using Form No. 02 of this Chapter). If the Contractor is a consortium, each member's legal representative must sign, except in cases where the consortium agreement using Form No. 03 of this Chapter specifies that members agree for the head of the consortium to sign the bid application. If individual members of the consortium have Letter of authorization, they should proceed as independent Contractors. If the Contractor wins the bid, before signing the contract, they must submit authenticated copies of these documents to the Investor. If inaccuracies are found in the initial declaration, the Contractor is considered to have violated Section 3. CDNT.

**Form No. 02**

**LETTER OF AUTHORIZATION** (1)

 *[Location and date]*

I am \_\_\_\_\_\_\_\_\_\_\_ *[insert name, ID/passport number, position of bidder’s legal representative]*, the legal representative of \_\_\_\_\_\_\_ *[insert name of bidder]* at \_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert address of bidder]* hereby authorizes \_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name, ID/passport number, position of authorized person]* to perform the following tasks during the participation in the process of bidding for \_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of the procurement]* held by \_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of the inviting entity]*:

*[- Sign the bid form;*

*- Sign the joint venture agreement (if any);*

*- Sign documents with the soliciting entity during the shortlisting processing, including the request for clarification of the ITB and BBG; sign BBG revisions, replacements, or decision to withdraw the bid-envelope;*

*- Participate in contract negotiation;*

*- Participate in contract conclusion;*

*- Sign complaint letter (if any);*

*- Sign contract with the investor if the bidder is successful.]* (2).

The authorized person only performs the tasks within the area of competence of a legal representative of \_\_\_\_\_\_\_\_\_\_ *[insert name of bidder]*. \_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of bidder]* is totally responsible for the tasks performed by \_\_\_\_\_\_\_\_\_\_\_ *[name of authorized person]* within the authorization scope.

The letter of authorization is effective from \_\_\_\_\_\_\_\_\_\_ *[date]* to \_\_\_\_\_\_\_\_\_ *[date]* (3) and is made into \_\_\_\_\_\_\_ copies with equal value. \_\_\_\_\_ copies are kept by the authorizer, and \_\_\_\_\_\_\_ copies are kept by the authorized person.

|  |  |
| --- | --- |
| **Authorized person***[insert name, position, signature, and seal (if any)]* | **Authorizer***[insert name, position, signature, and seal of legal representative of bidder]* |

Note:

(1) The legal representative of the Contractor may delegate authority to deputies, subordinates, branch directors, or heads of representative offices to act on behalf of the legal representative for performing the tasks mentioned above. The use of seals, when authorized, can be the seal of the Contractor or the seal of the authorized unit of the individual. The authorized person cannot further delegate this authority to others.

(2) The scope of authority includes one or more of the tasks mentioned above.

(3) Specify the effective start date and end date of the power of attorney in accordance with the bidding process.**Form No. 03**

**JOINT VENTURE AGREEMENT (1)**

[Location and date]

Procurement: \_\_\_\_\_\_\_\_\_\_\_\_ [*name of the procurement*]

In response to ITB for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of procurement]* dated \_\_\_\_\_\_\_\_\_\_ *[insert date written on ITB];*

Representatives of signatories to the joint venture agreement include:

**Name of joint venture member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of each joint venture member]***

Representative: Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter of authorization No. \_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ (in case of authorization).

The members have reached a consensus on entering into a joint venture agreement with the following contents:

 **Article 1. General rules**

 1. Members voluntarily establish this joint venture to participate in the process of bidding for \_\_\_\_\_\_\_\_\_\_ *[insert name of procurement]*.

 2. Official name of the joint venture used in every transaction related to the procurement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert the agreed name of the joint venture]*.

 3. Every member is committed not to unilaterally participate or establish a joint venture with another member to participate in this procurement. If awarded the contract, no member is entitled to refuse to fulfill the duties and obligations prescribed in the contract. Any member of the joint venture that refuses to perform their duties as agreed must:

*- Pay damages to other parties in the joint venture*

*- Pay damages to the investor as prescribed by the contract*

*- Incur other disciplinary actions \_\_\_\_\_\_\_\_\_\_ [specify the action].*

**Article 2. Assignment of duties**

All members unanimously to undertake joint and separate responsibility to execute \_\_\_\_\_\_\_\_\_\_ *[insert name of procurement]* as follows:

1. Head member of the joint venture

All parties unanimously authorize \_\_\_\_\_\_\_\_ *[insert name of a party]* as the head member of the joint venture who represents the joint venture to perform the following tasks:

*[- Sign the bid form;*

*- Sign documents with the soliciting entity during the bidding process, including the request for clarification of the ITB and bid-envelopes;*

*- Participate in contract negotiation*

*- Participate in contract conclusion;*

*- Sign complaint letter (if any);*

*- Perform other tasks except for contract conclusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specify other tasks (if any)]*

2. Tasks of joint venture members are specified in the table below: (4):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Tasks** | **Proportion of total bid** |
| 1 | Name of head member  | - \_\_\_\_- \_\_\_\_ | - \_\_\_\_%- \_\_\_\_% |
| 2 | Name of second member | - \_\_\_\_- \_\_\_\_ | - \_\_\_\_%- \_\_\_\_% |
| ... | … | … | … |
| **Total** | **All tasks of the procurement** | **100%** |

**Article 3. Effect of joint venture agreement**

1. The joint venture agreement takes effect from the day on which it is signed.

2. The joint venture agreement expires in the following cases:

- All parties have fulfilled their duties and finalize the contract;

- The agreement is unanimously terminated by all parties;

- The joint venture is not awarded the contract;

- The bidding for \_\_\_\_\_\_\_\_\_\_\_\_ *[insert name of the procurement]* of \_\_\_\_\_\_\_\_\_\_\_ *[insert name of the project]* is cancelled as notified by the soliciting entity.

The joint venture agreement is made into \_\_\_\_\_\_\_ copies with equal legal value, each party keeps \_\_\_\_\_\_\_\_\_ copies.

**LEGAL REPRESENTATIVE OF HEAD MEMBER**

*[Full name, position, signature, and seal]*

**LEGAL REPRESENTATIVES OF JOINT VENTURE MEMBERS**

*[Full name, position, signature, and seal of each member]*

Note:

(1) Based on the scale and nature of the bidding package, the contents of this joint venture agreement template may be amended or supplemented to ensure suitability. .

(2) Update the legal regulations according to current provisions.

(3) The scope of authority includes one or more of the tasks mentioned above.

(4) The Contractor must specify the specific work content and estimated corresponding value that each member of the consortium will undertake, as well as the joint responsibilities, individual responsibilities of each member, including the head member of the consortium.

**Form No. 04**

**BID PRICE SHEET**

|  |  |  |
| --- | --- | --- |
| **No.** | **Content** | **Bid price** |
| 1 | Service 1 | (I) |
| 2 | Service 2 | (II) |
|   | **Total bid price***(Transfer to bid form)* | **(I) + (II)** |

|  |  |
| --- | --- |
|   | **Legal representative of bidder***[Full name, position, signature, and seal (if any)]* |

**Form No. 05 (a)**

**CONTRACTOR INFORMATION DECLARATION FORM**

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
Name of the procurement: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |
| --- |
| Contractor's name:\_\_ *[provide the contractor's name]*  |
| *In the case of a joint venture, list the names of each member of the joint venture.* |
| Place of contractor's business registration and operations:\_\_*\_[specify the province/city where the contractor is registered for business operations]* |
| Year of company establishment:***\_\_\_****[Specify the Year of company establishment]* |
| Legal address of the Contractor:\_\_*[* *at the registered location]* |
| Information about the legal representative of the ContractorName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile/fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. Attached should be a copy of one of the following documents: Business registration certificate, establishment decision, or an equivalent document issued by the competent authority of the country where the Contractor operates. |

**Form No. 05 (b)**

**INFORMATION DECLARATION FORM ABOUT MEMBERS OF THE**

**JOINT VENTURE CONTRACTOR(1)**

Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
Name of the procurement: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |
| --- |
| Name of the joint venture (if applicable).: |
| Name of the members of the joint venture: |
| Country where each joint venture member's company is registered: |
| Year of establishment of each joint venture member's company: |
| Legal address of each joint venture member in the country of registration: |
| Information about the legal representative of joint venture memberName: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile/fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 1. Attached should be a copy of one of the following documents: Business registration certificate, investment certificate, establishment decision, or certificate of legal operation....2. Present the organizational chart.. |

Note:

(1) In the case of a joint venture, each member of the joint venture must declare using this template.

**Form No. 06**

**SCOPE OF WORK USING SUBCONTRACTORS(1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of subcontractor(2)** | **Scope of work(3)** | **Volume of work (4)** | **Estimated percentage value (5)** | **Contract or agreement with subcontractor (6)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| … |  |  |  |  |  |

Note:

(1) In case of using a subcontractor, declare using this form. .

(2) The Contractor specifies the name of the subcontractor explicitly. If the subcontractor's identity is not definitively determined at the bidding stage, it should not be listed in this column but rather in the "Scope of Work" column. Subsequently, if selected, the engagement of the subcontractor to perform the specified work must be approved by the Investor.

(3) The Contractor specifies the specific items of work allocated to the subcontractor.

(4) The Contractor specifies the specific volume of work allocated to the subcontractor.

(5) The Contractor specifies the specific percentage value of the work that the subcontractor will undertake relative to the bid price.

(6) The Contractor specifies the specific number of contracts or agreements, and must submit the original or authenticated copies of these documents.

**Form No. 07**

**LIST OF CONSULTANTS**

- For each position of work specified in this template, the Contractor must declare detailed information according to Form No. 08 of this Chapter. .

- The Contractor must declare key personnel with appropriate qualifications to meet the requirements specified in Section 2.2 of Chapter III - Criteria for evaluation of Bid proposal and must be ready to mobilize them for the bidding package. Personnel already engaged in other bidding packages with overlapping work periods should not be listed. Any dishonest declaration will result in the Contractor being assessed as engaging in fraud.

|  |  |
| --- | --- |
| 1 | Position of work: *[Specify the specific position of work undertaken in the bidding package]* |
|  | Name: *[Write the name of the key personnel]* |
| 2 | Position of work: *[Specify the specific position of work undertaken in the bidding package]* |
|  | Name: *[Write the name of the key personnel]* |
| 3 | Position of work:  |
|  | Name:  |
| 4 | Position of work:  |
|  | Name:  |
| 5 | Position of work:  |
|  | Name:  |
| …. | Position of work:  |
| Name:  |

**Form No. 08**

**CURRICULUM VITAE OF CONSULTANT**

The Contractor must provide all the required information below and include authenticated copies of relevant diplomas and certificates.

|  |
| --- |
| Position of Work |
| Personnel information | Name  | Date of birth: |
|  | Educational qualifications |
| Current job | Name of the employer |
|  | Address of the employer |
|  | Mobile | Contact person (department head / HR officer in charge) |
|  | Fax | E-mail |
|  | Job title | Number of years working for the current employer |

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