**Request for Proposal**

***for***

**Design, manufacture, supply, installation and commissioning of two new 125MVA-13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC**

**RFP reference number: CGHC 21/22**

**Employer: *ContourGlobal Hydro Cascade CJSC***

**Country: Armenia**

**Issued: *November 10th 2022***

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# Letter of Invitation

**Employer:** ContourGlobal Hydro Cascade CJSC

**The ContourGlobal Hydro Cascade CJSC hereinafter referred to as “the Employer”, now invites bids from suppliers / contractors for the procurement of**Design, manufacture, supply, installation and commissioning of two new 125MVA -13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC

**RFP reference number: CGHC 21/22**

**Country:** *Armenia*

**Issued on:** *November 10th 2022*

Dear Ladies and/or Gentlemen,

ContourGlobal Hydro Cascade CJSC (Employer), a [ContourGlobal](https://www.contourglobal.com/) company, now invites Proposals for selection of an experienced contractor to perform thedesign, manufacture, supply, installation and commissioning of two new 125MVA -13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC on a lump-sum turnkey basis*.*

1. The procurement will be conducted through a competitive Request for Proposal (“**RFP**”) process which will be carried out in two stage with request for proposals method in two sealed envelopes, where the Bidders submit the Technical proposal and the Financial proposal in a sealed envelopes simultaneously using the Coupa e-procurement system ([Coupa Supplier Portal (coupahost.com)](https://supplier.coupahost.com/sessions/new)) and is open to all Bidders from all countries described in the RFP.
2. Suppliers/Vendors shall submit their proposals electronically using Coupa system and subject to the terms and conditions of use of Coupa as well as to the terms and conditions of the procurement document RFP.
3. The minimum qualifying technical score shall be 70 points on a 100 points scale. Any Proposal awarded less than 70/100p shall be considered non-responsive and shall not be considered during the opening of Financial Proposal.
4. The deadline for Proposals submission is 17:00 hours Yerevan time on 24th November 2022*.*Participants shall submit their proposals electronically using Coupa system no later than the deadline for submission of Proposals at the time and date stated in Coupa.

Interested companies may obtain further information and clarifications on this RFP by submitting a written request to senior procurement officer A. Petrosyan [arman.petrosyan@contourglobal.com](mailto:arevik.nikolayan@contourglobal.com); Phone` +3794 11 520029.

Bidders who are interested in this procurement opportunity may write to: [arman.petrosyan@contourglobal.com](mailto:arman.petrosyan@contourglobal.com) confirm their interest with their email address and receive an invitation to Coupa system.

The RFP has been prepared in accordance with the ContourGlobal Hydro Cascade CJSC Procurement Procedure in adherence to Public Services Regulatory Commission Resolution 273A of August 19, 2020 (<https://eservices.contourglobal.eu/armenia/>). The RFP shall be conducted in compliance with the legislation of the Republic of Armenia and the procurement procedure of ContourGlobal Hydro Cascade CJSC. Disputes arising out of this RFP are subject to review in the courts of the Republic of Armenia.

The complete tender documents can be downloaded by the following link․ <https://contourglobal.box.com/s/oayc0c7yo8lj647hwhp6ni4u5ste2cqy>

# Instructions to Bidders

## Purpose

Employer issues the present Request for Proposals RFP document to prospective qualified companies (“Bidders”) inviting them to submit Proposals for the **CGHC 21/22: design, manufacture, supply, installation and commissioning of two new 125MVA-13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC** on a lump-sum turnkey basis.

The present RFP document provides information on the RFP process and aims to help potential Bidders in preparing and submitting their Proposals.

## Eligible Bidders

2.1 An Eligible Bidder can be a legal entity, an individual, joint ventures or consortium under an existing agreement. In the case of a joint ventures or consortium, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The joint venture or consortium shall nominate an authorized representative that shall have the authority to conduct all business for and on behalf of any and all members of the joint venture or consortium during the RFP process (in the event the consortium submits a proposal) and during contract negotiation, signing and execution (in the event the consortium is awarded the Contract).

Any change in the structure, formation or legal standing of a Bidder occurring during the tender process and contract execution, in case of award, shall be subject to the written approval of the Employer.

No bidder shall be eligible to participate in the RFP procedure and cannot in any circumstances be awarded the contract:

* 1. those that have been declared bankrupt through a judicial procedure or have a bankruptcy risk proceeding as of the day of submission of the Proposal;
  2. those that have overdue liabilities with respect to income controlled by a tax authority as of the day of submission of the Proposal;
  3. those that have been convicted of or have been a representative of the executive body of a convicted Bidder, over the three years prior to the day of submitting the Proposal, for financing terrorism, child exploitation or a crime involving human trafficking, creation of a criminal association or participation therein, receiving a bribe, giving a bribe or mediation in bribery, and crimes against economic activity provided for by law, except for cases when the conviction is cancelled or expired as prescribed by law;
  4. with respect where to an unappealable administrative act for anti-competitive agreement or abuse of dominant position in the field of procurement has been adopted as prescribed by law within one year prior to the day of submitting the Proposal;
  5. those that are blacklisted according to the Compliance polices and procedure of ContourGlobal;
  6. if is or was the subject of or involved in any money laundering, corruption, financial or tax investigation, inquiry, proceeding (whether formal or informal), crime and/or sanctionable practice in the past 10 years, including, but not limited to, being listed in any sanction or regulatory lists published by any country, banned and/or disqualified to participate in tenders in any country, or if the company, any affiliate or any of its or theirs representatives(i.e. sales person, executive team members, legal, other) has been the subject of an investigation, inquiry, proceeding (whether formal or informal) or has been accused or suspended for money laundering, bribe, corruption or any other financial or tax crimes related to the company’s activities.

2.2 The simultaneous participation of affiliated legal entities or legal entities having more than fifty percent shares owned by the same person in the RFP is prohibited. Such entities can participate as a single Bidder (consortium).

1) Individuals are considered affiliated if they are members of the same family, or run a common economy, or a joint venture, or have acted in the common economic interest;

2) individuals and legal entities are considered affiliated if they act based on common economic interests or if the given individual or his family member is:

a. Participant holding more than ten percent of the shares of the given legal entity,

b. A person who has the opportunity to predetermine the decisions of a legal entity by another form not prohibited by the legislation of the Republic of Armenia;

c. Chairman of the Board of the given legal entity, Deputy Chairman of the Board, Member of the Board, Executive Director, his Deputy, Chairman of the collegial body performing the functions of the executive body, member,

d. An employee of a legal entity who works under the direct supervision of the Executive Director or has a significant influence on the decision-making bodies of the legal entity.

3) Participants without the status of an individual are considered affiliated if:

a. the given person has the right to vote, more than ten percent of the other voting shares (hereinafter the shares), or by the force of his participation or in accordance with the contract concluded between the given persons, has the opportunity to predetermine the decisions of the other;

b. A participant (shareholder) who owns more than ten percent of the voting shares of one of them or has an opportunity to predetermine his / her decisions by another form not prohibited by law has the right to directly or indirectly own (or shareholders) or their family members (if the participant is a natural person) (including on the basis of sale, trust management, joint venture agreements, assignments or other transactions) more than ten percent of the voting shares of the other or have the opportunity to predetermine the decisions of the latter by another form not prohibited by the legislation of the Republic of Armenia;

c. one of them is a member of the governing body or other persons performing similar duties, as well as one of their family members is at the same time a member of the governing body of another person or another person performing such duties;

d. they have acted or are acting in the common economic interest.;

In terms of this clause father, mother, spouse, parents of the spouse, grandparents, sister, brother, children, spouse and children of the sibling deem as family member.

2.3 Every Bidder shall submit a self-declaration confirming it is an Eligible Bidder as part of its Technical Proposal. This shall be a must meet requirement for participation in the RFP.

2.4 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Bidder, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. However, this does not limit the inclusion of the same subcontractor in more than one RFP.

## Eligible countries

A Bidder may have the nationality of any country with the exception of ineligible countries. The countries, persons or entities are ineligible if they have their primary place of business in, are incorporated or organized under the laws of a country or a territory that is the target of a country-wide or territory-wide Sanctions from the following Sanctions Authorities: the United States government, the United Nations, the European Union, the United Kingdom, the World Bank or the respective governmental institutions or agencies of any of the foregoing.

A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be.

## Sanctions

4.1 A Bidder shall not be eligible to bid and awarded the contract if:

1. if is or was the subject of or involved in any money laundering, corruption, financial or tax investigation, inquiry, proceeding (whether formal or informal), crime and/or sanctionable practice in the past 10 years, including, but not limited to, being listed in any sanction or regulatory lists published by any country, banned and/or disqualified to participate in tenders in any country, or if the company, any affiliate or any of its or theirs representatives(i.e. sales person, executive team members, legal, other) has been the subject of an investigation, inquiry, proceeding (whether formal or informal) or has been accused or suspended for money laundering, bribe, corruption or any other financial or tax crimes related to the company’s activities.
2. does not comply with the Employer’s Anti-Corruption Policy.

## Preparation and submission of Proposals

5.1 The Bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

5.2 For participation in this RFP, the Participant shall submit. (Forms T1, T2, T3, T4, T5, T6, FIN-1, ELI-1, ELI-2, LIT-1, EXP-1, PER-1 and PER-2)

* 1. A Technical proposal comprising of:
     + 1. document of constitution or association of the Bidder
       2. A recent extract evidencing current registration of the Bidder or its members in case of consortium
       3. Copies of the audited, if available, Balance Sheet and Income Statement of the Bidder for the 2020, 2019, and 2021, a profit tax calculation, as well as information on overdue tax liabilities as of the date of submission of the Proposal issued from government agency.
       4. Information regarding the qualification of the Bidder
       5. Self-declaration of [Eligible Bidder](#_Eligible_Proposers) status
       6. Self-declaration that the Bidder is or was not subject to [Sanctions](#_Sanctions) as per section 4.
       7. Detailed technical description of the proposed equipment
       8. Contract execution plan
       9. Technical description of transformer design.
       10. A filled-in table with guaranteed technical parameters.
       11. Description of materials used, equipment, accessories, certificates. The catalogue of data and operating instructions. Transformer oil characteristics, certificates of quality and conformity.
       12. Transformer type and overall dimensions with transformer sets - in shipping and operational conditions.
       13. Information about the specialized laboratory where the special tests will be performed. Documents certifying that it is accredited in accordance with the requirements of BDS EN ISO/IEC 17025: 2006 (or equivalent) standard (Contractor certified copy of accreditation certificate)
       14. Documents certifying that the proposed transformer shall be manufactures in accordance with the requirements of the relevant quality control system, as per EN ISO/IEC 17025: 2006 (or equivalent) standard (submit copy of certificates valid at the time of the tender).
       15. Documents certifying that the proposed information will be prepared using an environmental management system in accordance with EN ISO-14001 (or equivalent) standard (copy of the certificate valid at the time of submission of bid package).
       16. The logistic plan for transportation from the manufacturing plant to Shamb HPP, including information on the proposed route in case of road transportation, as well as the plan of unloading at Shamb HPP.
       17. List of equipment and tools required for the contract execution. The list of vehicles, loading and unloading equipment and mechanisms, as well as their technical specifications.
       18. Information on the offered warranty conditions.
       19. The general work schedule containing start and end of work information on the implementation of the various stages of work described in paragraph 3 of the Technical Specification.
       20. The Contractor's statement on inspection of the site and familiarization with its specifics.
       21. CVs of proposed Qualified Staff
       22. Comments and deviations to the Technical Specification and contract
       23. Statement on the user of subcontractors
       24. Health and Safety checklist
       25. [ContourGlobal Third Party Questionnaire](#_T7_Third_Party)
       26. For the country of origin of the manufacturer and the proposed transformer: contracts and performance acts to be submitted testifying that in the past three years similar transformers have been manufactured, delivered, and commissioned by the Contractor.
       27. In case of joint venture or consortium the signed JV agreement
  2. The procurement will be conducted with two stage request for proposals method in two sealed envelopes, where the Bidders submit the Technical proposal and the Financial proposal in a sealed envelopes simultaneously using the Coupa e-procurement system․ The Technical Proposal **shall not** include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive. The minimum qualifying technical score shall be 70 points on a 100 points scale. Bidders will be invited to the online opening ceremony of the Financial Proposal in the Coupa system, via remote connection, at a date and time notified in advance. Any Proposal awarded less than 70/100p shall be considered non-responsive and shall not be considered during the opening of Financial Proposal.
  3. A Financial proposal shall be (Form F1):
     1. without VAT.
     2. including all costs and earnings with the sole exception of taxes and other duties applicable per Armenian legislation in the Republic of Armenia.
     3. based on Incoterms 2020: DPU (Delivered Named Place Unloaded), Shamb HPP, Syunik region, Sisian community, c ․ Vorotnavan, Vorotan-Sham Highway No. 4, Armenia.

5.3 The Proposals shall be prepared with the following information in mind:

1. Bidders shall examine the RFP in detail and prepare their Proposal in compliance with the RFP requirements.
2. Section II Technical Specification shall form an inseparable part of this RFP.
3. Any deviation from the Technical Specification must be clearly disclosed in the separate “Comments, Deviations and Suggestions ” form part of the Bidder’s Technical Proposal.
4. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
5. A Bidder may submit a modified Proposal or a modification to any part of it at any time prior to the Proposals submission deadline.
6. A Bidder’s Technical and Financial Proposals shall remain valid for 120 days after the proposals submission deadline.
7. The Bidder to be invited for contract signing will be selected under Quality- and Cost-based ranking process following the evaluation of Technical and Financial Proposals.

5.4 The Proposals shall be submitted before the deadline set forth in the [Letter of Invitation](#_Letter_of_Invitation_1). Proposals received after the submission deadline shall be rejected by the Coupa.

5.5 An authorized representative of the Bidder shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

5.6 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.

## Opening and Review of Proposals

6.1 Initially, only Technical Proposals will be reviewed by the Employer.

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process.

6.2 The Employer will evaluate the correspondence of the Technical Proposals with the information and requirements provided in the RFP. In case there is insufficient details or missing information in a Technical Proposal, the Employer may request additional information or clarification to be provided by the Bidder. Further review, of the additionally submitted information, will be a basis for final evaluation of the Technical Proposal.

6.3 In case the information furnished by the Bidder is incomplete or otherwise requires clarification, and the Bidder fails to provide satisfactory clarification and/or missing information, it may result in rejection of the proposal.

6.4 Material changes proposed by a Bidder to the Technical Specification forming part of the RFP shall not be accepted.

6.5 After the review of all Technical Proposals and reaching a decision as to whether and which of them substantially satisfy meet and comply with the RFP requirements, the Employer will score each proposal according to the evaluation of Technical Proposals criteria of the RFP.

6.7 The minimum qualifying technical score shall be 70 points on a 100 points scale. Any Proposal awarded less than 70/100p shall be considered non-responsive and shall not be considered during the opening of Financial Proposal and evaluation and final quality- and cost scoring and ranking.

6.8 After completing its review and evaluation of the Technical Proposals, the Employer will inform those Bidders whose Technical Proposals have achieved the minimum qualifying technical score. The Employer shall notify those Bidders whose Proposals were considered non-responsive to the RFP or did not meet the minimum qualifying technical score and Financial Proposals opened will not be considered.

6.9 After notifying the qualified bidders the Financial proposals will be opened in separate session. Financial Proposals will be examined for completeness and if they are compliant with the RFP document. Those that are compliant with the RFP will proceed for final combined ranking.

6.10 Activities and items described in the RFP document, the Technical Proposal but not priced in the Financial Proposal, shall be considered to be included in the prices of other activities or items.

6.11 The Employer may, at its sole discretion, invite the Bidders whose financial Proposals have been reviewed and evaluated for a price bidding round before to proceed with a final combined quality-cost ranking.

6.12 The details of the price bidding round shall be provided to the selected Bidders at least 10 business days in advance.

6.13 Proposals are finally ranked according to their combined technical (St) and financial (Sf) scores applying 70% weight of the achieved technical scores and 30% weight of the achieved financial scores. The most advantageous Proposal, with the highest achieved combined score shall be awarded the contract. Employer is entitled to start the negotiations with the winning bidder to reduce the price.

6.14 Upon successful contract signing, the Employer shall inform all Bidders of their final ranking of the Proposals.

## a. Evaluation of Technical Proposals:

The maximum achievable technical score shall be 70% of the overall combined quality and cost score and shall be evaluated based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| The technical evaluation should be performed as per the following criteria and maximum scores | | | |
|  | | Scores | |
| 1 | **Adequacy and quality of Technical Proposal** |  | **100** |
| 1․1 | * + 1. This criterion will assess the understanding and compliance of the Proposal against the requirements of the Employer evaluating more specifically:     2. the overall completeness of the Technical Proposal.     3. Quality and clarity of the Proposal.     4. time program for contract execution     5. Deviations from the Employer’s requirements in the Technical Specification | 50 |  |
| 1․2 | Qualification and Professional experience:   1. Participation in at least one contract of design, delivery, installation, adjustment and commissioning of similar equipment that has been successfully completed within the last five (5) years with at least cost of USD 1,000,000 or demonstrating that during the last 5 years it has implemented at least 3 successful projects of design, delivery, installation, adjustment and commissioning of similar equipment at the overall cost of USD 1,000,000 or more.   The Bidder shall provide relevant documents evidence (e.g. copies of contracts, performance acts, final transfer and acceptance acts).   1. Pending Litigation or Arbitration. A consistent history of litigation and/or arbitration awards against the Bidder or any partner of a joint venture or their non-performance under the contracts may result in failure of the Bidder. Moreover, if a Bidder is formally debarred from contracting activities by the law or official regulation of the Employer’s country, the Employer may reject the tender. 2. Specific Requirements with regard to Subcontractors and Manufacturers: In case, when the Bidders plan to use specific manufacturers and/or subcontractors for major and/or specialized items or works the Bidders shall specify the names and qualifications of such specialist subcontractors for Employer’s written approval. To be qualified for the Contract, the Bidders must provide manufacturer authorization form to the Employer that the manufacturers and/or subcontractors proposed by them satisfy the requirements of Technical Specifications of this RFP. 3. The Manufacturer of the proposed transfomers shall have at least 15 (fifteen) years of experience in manufacturing of similar transformers of any model; The Manufacturer shall be certified according to Quality Management System (ISO 9001 or equivalent). In absence of an externally certified quality management system, availability of in-house policies and procedures for quality management. 4. The Bid Securing Declaration. Any proposal not accompanied by an acceptable Bid Securing Declaration shall be treated as non-responsive and rejected. The Bid Securing Declaration of a joint venture or consortium must be in the name of all member firms of the joint venture or consortium submitting the bid). | 20 |  |
| 1.3 | Financial Standing of the Bidder as shown in form Fin 1 attached to this RFP, subject to the below requirements:   1. If the financial standing of the Bidder is not satisfactory, the prove of the financial standing of the Parent company can be presented in addition to the Employer (subject to the disqualification criteria under (b) below). In case the Parent company financial standing will be presented, a Parent company guarantee for the term of validity of the contract shall be provided to the Employer. 2. Disqualification criteria: the required of minimum average annual turnover (revenue) is USD 100 million over 2021, 2020, 2019. If the Bidder cannot satisfy the minimum required annual turnover criteria, including through financial standing of the parent company, the Employer reserves the rights to consider this as a disqualification of the Bidder. | 15 |  |
| 1․4 | Qualified Staff: Technical Supervising Engineer or Engineers, who must be representatives of the manufacturing plant and should comply with the requirements set forth below:  (i) conduct supervision during disassembly of the existing power transformers and assembly of the new power transformers in accordance with the technical requirements.  (ii) participate in handover and acceptance activities of individual assemblies and document measurement and installation works.  (iii) prepare periodical reports on the works performed.  The personnel participating in the installation work should presented to the Employer as part of the Technical Proposal. | 15 |  |
| **Maximum technical score (St)** | | | **100** |

## Evaluation of Financial Proposals

The maximum achievable financial score shall be 30% of the overall score and will be evaluated on the basis of the lowest proposed total price of each Bidder.

The Employer will evaluate and compare the Financial Proposals only of those Bidders, whose Technical Proposals have been determined to be substantially responsive (i.e. achieved a technical score greater than 70/100p).

The lowest Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest evaluated total price, and “F” the Financial Proposal under consideration.

## FinalQuality- and Cost- Based Ranking. Contract Award

The overall weights given to the Technical (T) and Financial (F) Proposals are:

**T** = 70 and **F** = 30

A Combined Evaluation Proposal Score will be calculated for each responsive Proposal. Proposals shall be ranked from highest to lowest achieved score according to their combined technical (St) and financial (Sf) scores as follows: (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following: S = St x T% + Sf x F%.

Information relating to the scoring/ranking of proposals shall not be disclosed to the Bidders participating in the selection process or parties not engaged by the Employer for the selection process until the notice of the contract award.

## 7. Employer’s right to accept any bid and to reject any or all bids

7.1 The Employer reserves the right to accept or reject any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without thereby incurring any liability to any bidder or any obligation to inform any bidder or bidders of the grounds for the Employer’s action.

7.2 The Employer reserves the right to accept any of the deviations submitted in accordance with paragraph 5.3 by the winning bidder.

## 8. Clarificationsto documentation

Bidders requiring any clarification of the RFP Document shall submit such requests for clarification in writing at the Employer’s email address or through the Coupa system as provided in the Letter of Invitation. Within three business days, the Employer shall respond in writing to requests for clarification. The Employer shall forward a copy of its response including a description of the inquiry without identifying its source to all companies that were provided with the RFP with invitation to submit their Proposal. Clarifications may be requested no later than 14 days prior to the submission deadline.

## 9. Changes to documentation

At any time prior to the deadline for submission of Proposals, but not later than 3 business days, the Employer may amend the RFP by issuing an Addendum in writing. The Addendum shall be sent to all invited Bidders and shall form an integral part of the RFP.

## 10. Language

10.1 All documents comprising the Proposal shall be submitted in the English , or Armenian languages.

10.2 If, the proposal is submitted in different languages, in case of discrepancy English shall be the prevailing language.

10.3 All correspondence exchange shall be in English language.

10.4 All deliverable documents, user manuals, instructions to be submitted under the contract by the selected Contractor shall be both in the English and Armenian language.

## 11. Currency

The single currency for the conversion of all prices expressed in various currencies into a single one is United State dollars USD. The official source of the selling (exchange) rate is: www.cba.am

The date of the exchange rate is: 24 November 2022. Bidders may submit their Proposals in any currency.

## 12. Confidentiality

Bidders shall be obliged not to disclose, announce, allow the disclosure, announcement, publishing or unauthorized use in any way, directly or indirectly, of any information obtained in connection with the tender process, the participation in the tender, related to the status and the activity of the Employer, its subcontractors and suppliers, including but not limited to any information representing a trade secret for the Employer, as well as technical, economical or financial information, data about prices, projects, deals and contracts that the Employer has concluded, is concluding or is planning to conclude, as well as information about trademarks, patents, licenses and know-how, business plans data and advertising strategies, as well as all other confidential data related to the Employer. Disclosure and announcement of information is allowed only if it is explicitly permitted by law, a written consent has been received by the Employer or if it originates from the very nature of the document containing the information.

## 13. Conflict of Interest

Bidders and their proposed subcontractors for any part of the Contract shall not have a conflict of interest. A Bidder shall be considered to have a conflict of interest, if they, or any of their affiliates, are in a situation in which they have a private or personal interest that may or may appear to influence the exercise of objective professional judgment in the best interest of the Employer. A conflict of interest need not involve money or financial factors and may exist where circumstances are present that do or may interfere with or appear to interfere with a decision maker’s independent professional judgement. A Bidder may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Employer, or the Government of the Republic of Armenia who: (i) are directly or indirectly involved in the implementation or supervision of such contract, or (ii) might have benefit from the contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Employer.

## 14. Costs

Bidder shall bear all costs it may incur in the preparation and submission of the Proposal and general participation in the RFP including but not limited to expenses related to site visits, clarification and negotiation meetings with the Employer, analysis, local requirements due diligence, courier, translation.

15․ Procedure of opening and Evaluation of the applications/offers

15․1 The acceptance of Proposals shall be performed in compliance with the terms of Coupa system.

16. ANNOUNCING THE PROCEDURE UNSUCCESSFUL

16.1 The evaluation commission may announce this RFP unsuccessful, if:

1) none of the Proposals comply with the requirements of the RFP;

2) need for the contract scope cease to exist;

3) no Proposal has been received;

4) the chosen Contractor has not passed the ContourGlobal compliance check and/or a conflict of interests has been revealed,

5) contract is not awarded for any other reason at the discretion of the Employer.

16.2 Any Bidder who wishes to ascertain the grounds on which its proposal was not selected, should request an explanation from the Employer. The Employer shall promptly provide an explanation of why such proposal was not selected, either in writing and/or in a debriefing meeting, at the option of the Employer. The requesting Bidder shall bear all the costs of attending such a debriefing.

# Technical Specification (attached)

# Draft contract (attached)

# Attachments

# Technical Proposal forms

### T1 Technical Proposal Letter of Submission

To: [*Location, Date*]

Dear Ladies and/or Gentlemen,

We, the undersigned, propose to provide **CGHC 21/22** : *design, manufacture, supply, installation and commissioning of two new 125MVA-13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC* in accordance with your Request for Proposal dated 10 November 2022. We are hereby submitting our Proposal for the scope of works.

We hereby declare that:

1. We have carefully reviewed the Request for Proposal (the “RFP”) document. We accept the instructions and terms of the RFP with no objections. We propose to execute the contract in conformity with the RFP document.
2. Our Technical and Financial Proposals (Proposal) are prepared according to the requirements of the RFP and any deviations thereof are clearly identified in the [Comments, Deviations and Suggestions to the Technical](#_Comments,_Deviations_and) Specification form.
3. We confirm to have read and understood the Employer’s [***Anti-Corruption Policy***](https://www.contourglobal.com/sites/default/files/2018-10/anti-corruption_policy_en_final.pdf)*, and*[***Supplier Code of Conduct***](https://www.contourglobal.com/sites/default/files/2017-08/ContourGlobal%20Supplier%20Code%20of%20Conduct.pdf)(collectively, the “Policies”). We agree to abide by the Policies and to review their terms prior to engaging in any activities that could possibly be in violation of the Policies. If we have any questions concerning any matter within the scope of the Policies, we will address them to the Employer’s General Counsel for review, prior to engaging in any such transaction or activity.
4. we are 1) in compliance with Anti-Bribery laws and 2) NOT in any of the situations identified in the Policies. [*or provide information about instances of non-compliance as well as details of any remedial measures adopted to prevent re-occurrence*].
5. We, as a Company are not and were not subject of or involved in any money laundering, corruption, financial or tax investigation, inquiry, proceeding (whether formal or informal), crime and/or sanctionable practice in the past 10 years, including, but not limited to, being listed in any sanction or regulatory lists published by any country, banned and/or disqualified to participate in tenders in any country, or the company, any affiliate or any of its or theirs representatives(i.e. sales person, executive team members, legal, other) has not been subject of an investigation, inquiry, proceeding (whether formal or informal) or has not been accused or suspended for money laundering, bribe, corruption or any other financial or tax crimes related to the company’s activities.
6. are not ineligible under the Employer’s country laws or official regulations or pursuant to a decision of the United States government, the United Nations, the European Union, the United Kingdom, the World Bank or the respective governmental institutions or agencies of any of the foregoing.
7. We understand you are not bound to accept any Proposal you receive.
8. Have no [Conflict of Interest](#_12._Conflict_of).
9. Our Proposal shall remain valid for 120 days and shall remain binding upon us and may be accepted at any time before the expiration of that period.

All information, statements and description contained in the Proposal are in all respect true, correct and complete to the best of our knowledge and belief.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Date:

### T2 Technical Description

The Bidder shall submit its preliminary Project Specific Plan providing details of the arrangements and methods which the Bidder proposes to execute the contract, in sufficient detail to demonstrate their adequacy to achieve the Employer’s requirements in respect of:

1. Detailed technical description of the proposed equipment
2. Contract execution plan. The general work schedule containing start and end of work information on the implementation of the various stages of work described in paragraph 3 of the Technical Specification
3. Technical description of transformer design.
4. A filled-in table with guaranteed technical parameters.
5. Description of materials used, equipment, accessories, certificates. The catalogue of data and operating instructions.
6. Transformer oil characteristics, certificates of quality and conformity.
7. Transformer type and overall dimensions with transformer sets - in shipping and operational conditions.
8. Information about the specialized laboratory where the special tests will be performed. Documents certifying that it is accredited in accordance with the requirements of BDS EN ISO/IEC 17025: 2006 (or equivalent) standard (Contractor certified copy of accreditation certificate)
9. Documents certifying that the proposed transformer shall be manufactures in accordance with the requirements of the relevant quality control system, as per EN ISO/IEC 17025: 2006 (or equivalent) standard (submit copy of certificates valid at the time of the tender).
10. Documents certifying that the proposed information will be prepared using an environmental management system in accordance with EN ISO-14001 (or equivalent) standard (copy of the certificate valid at the time of submission of bid package).
11. The logistic plan for transportation from the manufacturing plant to Shamb HPP, including information on the proposed route in case of road transportation, as well as the plan of unloading at Shamb HPP.
12. List of equipment and tools required for the contract execution. The list of vehicles, loading and unloading equipment and mechanisms, as well as their technical specifications.
13. Information on the offered warranty conditions.
14. The Contractor's statement on inspection of the site and familiarization with its specifics
15. Contract Schedule (Level 1)
16. Environmental, Social Health and Safety Plan
17. QA/QC concept
18. CVs of proposed Qualified Staff
19. Comments and deviations to the Technical Specification and contract
20. For the country of origin of the manufacturer and the proposed transformer: contracts and performance acts to be submitted testifying that in the past three years similar transformers have been manufactured, delivered, and commissioned by the Contractor.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Date:

### T3 Comments, Deviations and Suggestions of Bidder on the Technical Specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Sub section** | **Page No.** | **Employer's Requirements Specification clause\Description** | **Deviation** | **Reason for Deviation** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

### T4 Statement for the Use of Subcontractors

Date: *[insert day, month, and year]*RFP No. and title: *[insert RFP number and title]*

We, the undersigned, in connection with our Proposal for performance of **CGHC 21/22**: *design, manufacture, supply, installation and commissioning of two new 125MVA-13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC* in accordance with your Request for Proposal dated 10 November 2022

***declare that***

1. During execution of the contract we subcontractor/s.

(*shall use/shall not use*)

2. During execution of the contract we shall use the services of following subcontractor:

|  |  |  |
| --- | --- | --- |
| **Subcontractor**  *(name and address)* | **Type of activities that will be**  **executed**  *(please indicate the type of activities)* | **Share**  *(the % of subcontractor’s participation from the total contract Price)* |
|  |  |  |
|  |  |  |
|  |  |  |

***[Note: The table shall be filled only if the Bidder declares use of subcontractor/s.]***

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Date:

### T5 Health and Safety Checklist

The Bidder shall complete the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | **Yes** | **No** | Reference | For ContourGlobal use |
| **1** | **Third Party OHS Certification** |  |  |  |  |
| *Does your company have a certified or accredited OHS System?* (e.g. OHSAS 18001) |
| If **YES** attach copy of certificate or letters of compliance and **proceed to question 2** |
|  |
| If **NO** procee **to question 3** and complete **all questions** in the checklist |
| **2** | **Third Party Environmental Certification** |  |  |  |  |
| *Does your company* ***also*** *have a certified or accredited Environmental System?*  (e.g. ISO 14001) |
|  |
| If **YES** attach copy of certificate or letter of compliance Proceed to question 16 |
|  |
| If **NO** proceed to question 3 and provide answers relating to your **Environmental System** ONLY. Do not answer questions indicated with a “v” bullet point. |
| **3** | **Company OHS and Environmental Policy** |  |  |  |  |
| *Does your company have Safety and Environmental policies including commitment to*: |  |  |  |  |
| · Risk management process? |  |  |  |  |
| v Investigating workplace injuries? |  |  |  |  |
| · Clear statement of objectives? |  |  |  |  |
| · OHS and Environmental training? |  |  |  |  |
| · OHS and Environmental consultation? |  |  |  |  |
| · Commitment to improve performance? |  |  |  |  |
| · Prevention of pollution? |  |  |  |  |
| · Includes commitment to comply with applicable legal requirements? |  |  |  |  |
| · Signed by the CEO or equivalent? |  |  |  |  |
| · Reviewed on a regular basis? |  |  |  |  |
| **4** | **Health and Safety and Environmental Responsibilities** |  |  |  |  |
| *Are OHS and environmental responsibilities documented and include:* |  |  |  |  |
| · OHS&E responsibility statements? |  |  |  |  |
| · Are they part of employees’ job description? |  |  |  |  |
| · Are they part of formal and informal performance appraisal? |  |  |  |  |
| · Line Managers and Supervisors formally held accountable for the health and safety and environmental performance of their employees? |  |  |  |  |
| **5** | **Risk Management** |  |  |  |  |
| *Do your company risk management processes clearly define procedures:* |  |  |  |  |
| · For identifying OHS and environmental hazards, assessing risks and devising risk control? |  |  |  |  |
| · For selection of the most effective risk control measures? |  |  |  |  |
| · For dealing with OHS and environmental hazards and related risks in the event of an incident or illness/injury? |  |  |  |  |
| · For developing and implementing job safety and environmental work method statements? |  |  |  |  |
| · For reviewing service providers’ job safety and environmental work method statements? |  |  |  |  |
| v To enable compliance with relevant OHS workplace injury management and workers compensation legislation, standards and codes? |  |  |  |  |
| · For preparing site safety and environmental rules? |  |  |  |  |
| **6** | **Training** |  |  |  |  |
| *Do your company training procedures:* |  |  |  |  |
| · Identify the training needs of management, supervisors and employees? |  |  |  |  |
| · Provide employees, service providers in the supply chain and visitors to the work sites with appropriate OHS and environmental induction? |  |  |  |  |
| · Provide all personnel with relevant activity training and refresher training? |  |  |  |  |
| v Provide OHS Committee and OHS representative consultation training? |  |  |  |  |
| · Provide training in emergency procedures? |  |  |  |  |
| · Require to keep appropriate records of OHS and environmental training? |  |  |  |  |
| **7** | **Inspections, testing and servicing** |  |  |  |  |
| *Does your company have inspection, test and servicing procedures that require you to:* |  |  |  |  |
| · Develop and maintain a schedule of inspections, testing and servicing for all projects (prior to the commencement of work) based on the level of risk involved? |  |  |  |  |
| · Maintain records of inspections, testing and servicing? |  |  |  |  |
|  |  |  |  |  |
| *Does your company have procedures defining inspection, and where relevant, testing and servicing requirements relating to:* |  |  |  |  |
| · Incoming products. Such as materials, plant and equipment |  |  |  |  |
| · Work site environment |  |  |  |  |
| · Work methods generally? |  |  |  |  |
| v Access and exits? |  |  |  |  |
| · Hazard and risk controls measures? |  |  |  |  |
| · Adherence to site safety and environmental rules? |  |  |  |  |
| v Electrical safety? |  |  |  |  |
| · Plant and equipment? |  |  |  |  |
| · Types of inspections undertaken? |  |  |  |  |
| **8** | **Incident management and corrective / preventative action** |  |  |  |  |
| *Does your company have procedures for:* |  |  |  |  |
| · Detecting and documenting issues and incidences of non-compliance and non-conformances? |  |  |  |  |
| · Quarantining and disposal of non-conforming materials and substances? |  |  |  |  |
|  |  |  |  |  |
| *Is it clearly shown how the organization will communicate information about issues and corrective action:* |  |  |  |  |
| · Throughout the organization? |  |  |  |  |
| · To clients? |  |  |  |  |
| · To its services providers? |  |  |  |  |
| · To relevant authorities, including, including illness/injury notification? |  |  |  |  |
|  |  |  |  |  |
| *Does your company have procedures that clearly define the requirements for:* |  |  |  |  |
| · Incident / illness /injury reporting and investigation (including environmental incidents)? |  |  |  |  |
| · Implementing corrective action? |  |  |  |  |
| · Monitoring the status and keeping records of corrective actions? |  |  |  |  |
| v Implementing injury management and return to work plans? |  |  |  |  |
| **9** | **Handling, storage, packaging and delivery** |  |  |  |  |
| *Does your company have procedures for:* |  |  |  |  |
| v Appropriate licensing, certification and qualification of anyone who will be engaged in hazardous process? |  |  |  |  |
| v Checking compliance with registration requirements of plant and plant design? |  |  |  |  |
| v Safe handling and storage of products, including hazardous substances and dangerous goods? |  |  |  |  |
| v Assessment and control of manual handling risks? |  |  |  |  |
| v Identification of hazardous substances and dangerous goods through appropriate labeling? |  |  |  |  |
| v Provision of information on hazardous substances? |  |  |  |  |
| v Maintenance of a register of hazardous substances and associated records of risk assessments of hazardous substances? |  |  |  |  |
| **10** | **Waste management** |  |  |  |  |
| *Does your company have procedures for:* |  |  |  |  |
| · Managing hazardous waste? |  |  |  |  |
| · Managing non-hazardous waste? |  |  |  |  |
| **11** | **Personal Protective Equipment** |  |  |  |  |
| *Does your company have procedures specifying requirements for:* |
| v Personal Protective Equipment (specification, training, provision) |
| **12** | **Subcontractors** |  |  |  |  |
| *Does your company have procedures for:* |
| · Managing contractors (selection, engagement, monitoring)? |
| **13** | **Internal Reviews** |  |  |  |  |
| *Does your company have procedures for systematically reviewing (including auditing) OHS and environmental activities and management plans including:* |  |  |  |  |
| · Performing reviews at regular intervals? |  |  |  |  |
| · Identifying deficiencies in the OHS and environmental management system and plans? |  |  |  |  |
| · Documenting reviews? |  |  |  |  |
| · Conducting periodic audits of implementation and compliance with OHS and environmental management system and plans? |  |  |  |  |
| · Implementing corrective actions? |  |  |  |  |
| · Implementing follow –up procedures to assess the effectiveness of any corrective action? |  |  |  |  |
| **14** | **Documentation and records** |  |  |  |  |
| *Does your company have:* |  |  |  |  |
| · Document control procedures for OHS and environmental documents and data? |  |  |  |  |
| · Records management procedures for maintaining OHS and environmental records? |  |  |  |  |
| · Induction and training records? |  |  |  |  |
| · Skills, competency and license register? |  |  |  |  |
| · Risk assessments? |  |  |  |  |
| v Incident/ injury/ illness register? |  |  |  |  |
| v Incident investigation reports? |  |  |  |  |
| v Incident/ injury/illness statistics? |  |  |  |  |
| · Records of maintenance, testing, servicing and repair of plant and equipment? |  |  |  |  |
| · Health monitoring records associated with the use of hazardous substances (where required)? |  |  |  |  |
| · Inspection reports? |  |  |  |  |
| · Training matrix? |  |  |  |  |
| · Internal review reports? |  |  |  |  |
| · OHS and environmental audit reports |  |  |  |  |
| v Injury management records? |  |  |  |  |
| · Corrective action records? |  |  |  |  |
| **15** | **Site Specific OHS and Environmental Management Plans** |  |  |  |  |
| Please provide a Site-specific OHS and Environmental Management Plans which should include: |  |  |  |  |
| · Risk management |  |  |  |  |
| · Statement of OHS and Environmental responsibilities |  |  |  |  |
| · OHS&E training |  |  |  |  |
| · Incident management |  |  |  |  |
| · Site safety and environmental procedures |  |  |  |  |
| · Safe work method statements |  |  |  |  |
| *Is the Site-specific OHSE Plan attached?* |  |  |  |  |
| **16** | **Safety and Environmental Performance** |  |  |  |  |
| Please provide the record of the Safety and Environmental performance for your company over the last three years, including at least |  |  |  |  |
| · Lost time injury frequency rate |  |  |  |  |
| · Medical injury frequency rate |  |  |  |  |
| · Environmental incidents (which were reportable to the local regulator). |  |  |  |  |
| Has your company been fined for breach of any environmental regulation, in the past 3 years? |  |  |  |  |
| If **YES** please provide details |  |  |  |  |
| *Are the records and details attached?* |  |  |  |  |
|  |  |  |  |  |  |
|  | Date Completed Checklist and associated documents received |  | | | |
|  | Date Reviewed |  | | | |
|  | Reviewed by |  | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **SAFETY AND ENVIRONMENTAL SYSTEM ASSESSMENT** |  |  |  |  |
|  |  |  |  |  |  |
|  | Satisfactory |  |  |  |  |
|  |  |  |  |  |  |
|  | Satisfactory subject to conditions outlined below |  |  |  |  |
|  |  |  |  |  |  |
|  | Unsatisfactory (see comments below) |  |  |  |  |
|  |  |  |  |  |  |
|  | Conditions: |  |  |  |  |
|  |  | | | | |
|  |
|  |
|  |  |  |  |  |  |
|  | Comments: |  |  |  |  |
|  |  | | | | |
|  |
|  |
|  |  |  |  |  |  |

Name:

Position:

Bidder:

Date:

### T6 Third Party Questionnaire

access and download from here: <https://contourglobal.box.com/s/js6ahqdmd0a724gicq3xou26yr52a70b>)

## Financial Proposal Forms

**Preamble**

1. The Contract Price is the Contractor’s full and entire compensation for the execution of the Scope of Works. Bidders shall be deemed to have read the Technical Specifications and the bid documents and to have reviewed the Drawings to ascertain the full scope of the requirements.

2. The Contractor is responsible for the inclusion of all relevant cost elements and fees necessary to perform the Scope of Works, including payment for all liabilities and other obligations imposed on it by the Contract, as well as the Contractor’s profit.

3. Save as expressly stated in the conditions of Contract, the Contract Price and unit prices shall remain fixed and shall not be subject to escalation for any reason whatsoever.

### F1 Financial Proposal Submission Form

To: [Location, Date]

Dear Ladies and/or Gentlemen,

We, the undersigned, offer to provide the CGHC 21/22 *design, manufacture, supply, installation and commissioning of two new 125MVA-13.8/220 kV transformers for Shamb HPP of ContourGlobal Hydro Cascade CJSC* in accordance with your Request for Proposal dated 10 November 2022 and our Technical Proposal.

Our attached Financial Proposal is for: the amount of ……….. [*Insert amount(s) in words and figures*], [insert currency] including all costs, earnings and with the sole exception of taxes and other duties applicable per Armenian legislation in the Republic of Armenia.

I, hereby confirm, that in the existence of double taxation treaty (convention) between the residence countries of the Bidder and the Republic of Armenia, the Bidder is obliged to provide a certificate of residence tax residence for the year(s) required by the Employer.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the validity period of the Proposal.

| Item # | Description | Quantity Units | Unit price in USD (excluding VAT) | Total price in USD  (3 x 4) |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total in** *currency* (excluding VAT) | | |  | |

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Bidder:

Date:

Bidder’s Qualification

To establish its qualifications to perform the contract the Bidders shall provide the information requested in the corresponding Information Sheets included hereunder.

Form FIN - 1: Financial Performance

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner’s name below:

Joint Venture Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financial Data for Previous 3 Years [Specify Currency]** | | |
| Year 2019: | Year 2020: | Year 2021: |

Information from Balance Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Net Worth =TA – TL |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
| Working Capital = CA - CL |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Most Recent**  **Working Capital** |  |  |

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 3 years, as indicated above, complying with the following conditions. * All such documents reflect the financial situation of the legal entity or entities comprising the Bidder. * Financial statements (including the accompanying notes to financial statements) must be audited by a certified accountant. In case no audit requirement per for the Bidder by the local law of the Bidders governance, statutory financial statements should be provided. | | | |

Form ELI – 1: Bidder’s Information Sheet

|  |  |  |
| --- | --- | --- |
| Bidder’s Information | | |
| **Bidder’s legal name** |  |
| **In case of a Joint Venture, legal name of each partner** |  |
| **Bidder’s country of constitution** |  |
| **Bidder’s year of constitution** |  |
| **Bidder’s legal address in country of constitution** |  |
| **Bidder’s authorized representative**  (name, address, telephone number(s), fax number(s), e-mail address) |  |
| **Attached are copies of the following documents.**   * 1. In case of a single entity, articles of incorporation or constitution of the legal entity named above. * 2. Authorization to represent the firm or Joint Venture named above. * 3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement. | |

Form ELI - 2: Joint Venture Information Sheet

Each member of the Joint Venture and Specialist Subcontractor must fill out this form separately.

|  |  |
| --- | --- |
| Joint Venture / Specialist Subcontractor Information | |
| **Bidder’s legal name** |  |
| **Joint Venture Partner’s or Specialist Subcontractor’s legal name** |  |
| **Joint Venture Partner’s or Specialist Subcontractor’s country of constitution** |  |
| **Joint Venture Partner’s or Specialist Subcontractor’s year of constitution** |  |
| **Joint Venture Partner’s or Specialist Subcontractor’s legal address in country of constitution** |  |
| **Joint Venture Partner’s or Specialist Subcontractor’s authorized representative information**  (name, address, telephone number(s), fax number(s), e-mail address) |  |
| **Attached are copies of the following documents.**   * 1. Articles of incorporation or constitution of the legal entity named above. * 2. Authorization to represent the firm named above. | |

A Specialist Subcontractor is a specialist enterprise engaged for highly specialized processes that cannot be provided by the main Contractor.

Form LIT - 1: Pending Litigation and Arbitration

Each Bidder must fill out this form to describe any pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner’s name below:

#### Joint Venture Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Pending Litigation and Arbitration | | | |
| **Choose one of the following:**   * No pending litigation and arbitration. * Below is a description of all pending litigation and arbitration involving the Bidder (or each Joint Venture member if Bidder is a Joint Venture). | | | |
| **Year** | **Matter in Dispute** | **Value of Pending Claim in USD Equivalent** | **Value of the claim recognized in the financial statement of the Bidder** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Form EXP – 1: Professional Experience

Fill up one (1) form per contract.

|  |  |  |
| --- | --- | --- |
| **Contract of Similar Size and Nature** | | |
| **Contract No** . . . . . . **of** . . . . . | **Contract Identification** | |
| **Award Date** | | **Completion Date** |
| **Total Contract Amount** |  | |
| **If partner in a Joint Venture or subcontractor, specify participation of total contract amount** | **Percent of Total** | **Amount** |
| **Employer’s Name**  **Address**  **Telephone/Fax Number**  **E-mail** |  | |
| **Description of the Similarity** | | |
|  |  | |

### **Qualified Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Position** | **Total Work Experience**  [years] | **Experience In Similar Work**  [years] |
| 1 | Technical Supervising Engineers | 8 | 5 |

Form PER – 1: Proposed Personnel

Bidder should provide the details of the proposed personnel and their experience record in the relevant Information Forms below for each candidate:

|  |  |
| --- | --- |
| **1.** | **Title of position\*** |
|  | **Name** |
| **2.** | **Title of position\*** |
|  | **Name** |
| **etc.** | **Title of position\*** |
|  | **Name** |

Form PER – 2: Resumé of Proposed Personnel

The Bidder shall provide all the information requested below. Use one form for each position.

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

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

|  |  |  |
| --- | --- | --- |
| From | To | Company/Project/Position/Relevant Technical and Management Experience |
|  |  |  |
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### **MANUFACTURER’S AUTHORISATION FORM**

*(date)*

TO: (*Name of the Employer)*

WHEREAS [*name of the Manufacturer*] who are established and reputable manufacturers of [*name and/or description of the goods*] having factories at [*address of factory*] do hereby authorize [*name and address of Agent*] to submit a bid, and subsequently negotiate and sign the Contract with you for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 12 of the Conditions of Contract for the goods offered for supply by the above firm in response to this Request for Proposals.

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

*(signature for and on behalf of Manufacturer)*

***This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.***

### **BID SECURIING DECLARATION FORM**

**Form of Bid-Securing Declaration**

Date: [insert date (as day, month and year)] Bid No.: / ]

To: ContourGlobal Hydro Cascade CJSC We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the ContourGlobal for the period of time of **3 years** starting from the breach of our obligation(s) under the RFP conditions, because we:

1. have withdrawn our Proposal during the period of bid validity specified in the Letter of Submission; or
2. having been notified of the acceptance of our Proposal during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Proposal.

Signed*: [insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of*: [insert complete name of Bidder]*

Dated on day of , [*insert date of signing*] Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the proposal.]*