OWNER’S ENGINEER CONSULTING SERVICES FOR DESIGN AND CONSTRUCTION OF LIBERIA INLAND STORAGE FACILITY

MONROVIA, LIBERIA

# Section 3. Technical Proposal - Forms

[*Comments in brackets* […] *provide guidance to the Bidders for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.*]

Refer to Reference Paragraph 3.4 of the Data Sheet for the format of Technical Proposal to be submitted, and paragraph 3.4 of Section 1 of the RFP for Standard Forms required.

**List of Forms:**

[Form TECH-1: Technical Proposal Submission Form 22](#_Toc43433154)

[Form TECH-2: Bidder’s Organization and Experience 23](#_Toc43433155)

[Form TECH-3: Comments and Suggestions on the Terms of Reference 25](#_Toc43433156)

[Form TECH-4: Description of Approach, Methodology and Work Plan 26](#_Toc43433157)

[Form TECH-5: Team Composition and Task Assignments 27](#_Toc43433158)

[Form TECH-6: Curriculum Vitae (CV) for Proposed Personnel 28](#_Toc43433159)

[Form TECH-7: Staffing Schedule 30](#_Toc43433160)

[Form TECH-8: Work Schedule 31](#_Toc43433161)

Form TECH-1: Technical Proposal Submission Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

To: Chief Executive Officer

Liberia Inland Storage and Distribution Services Incorporated

1st Floor, Jubilee Plaza Building

Tubman Boulevard, Congo Town

Monrovia, Liberia

Tel: +231 88 655 3400

E-mail: lisds@cpcs.ca

Dear Madams/Sir:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal for Phase 1 EPC and Phase 2 EPC, and a Financial Proposal for Phase 1 EPC and Phase 2 EPC in separate PDF files.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e. before the date indicated in Reference Paragraph 1.7 of the Data Sheet, we undertake to negotiate on the basis of the proposed Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Reference Paragraph 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Bidder’s Organization and Experience

A – Bidder’s Organization

[*Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment, along with at least 3 references from past projects listed under B – Bidder’s Experience.*]

B – Bidder’s Experience

[*Using the format below, provide information on each assignment for which your firm/entity, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Please provide up to 10 most relevant assignments that cover Services under Terms of Reference*]

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the Agreement (in current US$ or Euro): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of Client: | Total No of staff-months of the assignment: |
| Address: | Approx. value of the services provided by your firm/entity under the Agreement (in current US$ or Euro): |
| Start date (month/year):  Completion date (month/year): | No of Personnel months provided: |
| Name of associated Consultants, if any: | Name of Personnel of your firm/entity involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |

Firm’s Name:

Form TECH-3: Comments and Suggestions on the Terms of Reference

A - On the Terms of Reference

[*Present and justify here any modifications or improvement (maximum 3 pages) to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point and incorporated in your Proposal.*]

Form TECH-4: Description of Approach, Methodology and Work Plan

(for Performing the Assignment)

[*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (maximum 50 pages, inclusive of charts and diagrams) divided into the following three chapters.* ***It is recommended that the bidder bifurcate each chapter for Phase 1 EPC and Phase 2 EPC, thereby clearly showing how each phase will be executed.***

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible work plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.*]

Form TECH-5: Team Composition and Task Assignments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personnel | | | | |
| 1. **Key Staff** | | | | |
| Name of Personnel | Firm | Area of Expertise | Position Assigned | Tasks Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Support Staff | | | | |
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***The team composition should cover the Personnel bifurcated by Phase 1 EPC and Phase 2 EPC.***

Form TECH-6: Curriculum Vitae (CV) for Proposed Personnel

**1. Proposed Position** [*only one candidate shall be nominated for each position*]:

**2. Name of Firm** [*Insert name of firm proposing the staff*]:

**3. Name of Personnel** [*Insert full name*]:

**4. Date of Birth**: **Nationality**:

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Membership of Professional Associations**:

**7. Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:

**8. Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned**  [*List all tasks to be performed under this assignment*] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  [*Among the* *assignments in which the staff has been involved, indicate the following information for* *those assignments that best illustrate staff capability to handle the tasks listed under point 11.*]  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification to be engaged or dismissal, if engaged.

Date:

*[Signature of Personnel]* *Day/Month/Year*

Full name of authorized representative:

**CV not signed by the Personnel will not be evaluated.**

Form TECH-7: Staffing Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| N° | **Name of Staff** | Staff input (in the form of a bar chart)2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Total staff-month input | | | | | | | |
| **1** | **2** | | **3** | | | | **4** | | | **5** | | | **6** | | | **7** | | | **8** | | | **9** | | | **10** | | | **11** | | | **12** | | | **n** | **Home** | | **Field**3 | | | **Total** | | |
| **Foreign** | | | | | |  | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  |
| 1 |  | [*Home*] |  | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  |  | |  | | |  | | |
| [*Field*] |  | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  |  | |  | | |
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| **Local** | |  |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |
| 1 |  | [*Home*] |  | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  |  | |  | | |  | | |
| [*Field*] |  | |  | | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  |  | |  | | |  | | |
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1. Months are counted from the start of the assignment. For each Personnel indicate separately Personnel input for home and field work;

2. Field work means work carried out at a place other than the Bidder’s home office.

3.**Staff inputs should be bifurcated for Phase 1 EPC and Phase 2 EPC.**

Full time input

Part time input

Form TECH-8: Work Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity**1 | **Months**2 | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase;

2. Duration of activities shall be indicated in the form of a bar chart.

3. **Work schedule should be bifurcated for Phase 1 EPC and Phase 2 EPC.**

# Section 4. Financial Proposal - Forms

[*Comments in brackets* […] *provide guidance to the Bidders for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.*]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

**List of Forms:**

[Form FIN-1: Financial Proposal Submission Form 33](#_Toc43433211)

[Form FIN-2: Summary of Costs 34](#_Toc43433212)

[Form FIN-3: Breakdown of Costs by Activity 35](#_Toc43433213)

[Form FIN-4: Breakdown of Remuneration 36](#_Toc43433214)

[Form FIN-5: Breakdown of Reimbursable Expenses 37](#_Toc43433215)

[Form FIN-6: Bidder’s Representations Regarding Costs and Charges 38](#_Toc43433216)

Form FIN-1: Financial Proposal Submission Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

To: Chief Executive Officer

Liberia Inland Storage and Distribution Services Incorporated

1st Floor, Jubilee Plaza Building

Tubman Boulevard, Congo Town

Monrovia, Liberia

Tel: +231 88 655 3400

E-mail: lisds@cpcs.ca

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert* *title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the total amount of [*Insert amount(s) in words and figures*1] for Phase 1 EPC and Phase 2 EPC. This total amount is inclusive of all applicable taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Agreement negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Reference Paragraph 1.7 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Agreement execution, if we are awarded the Contract, are listed below2:

Name and Address Amount and Purpose of Commission

of Agents: Currency: or Gratuity:

We understand you are not bound to accept any Proposal you receive.

We remain,

sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Agreement execution.”

Form FIN-2: Summary of Costs

|  |  |
| --- | --- |
| Item | **Costs** |
| USD |
| Phase 1 EPC tender evaluation and negotiation support |  |
| Phase 1 EPC |  |
| Phase 2 EPC tender review, evaluation and negotiation support |  |
| Phase 2 EPC |  |
| Total Costs of Financial Proposal 1 |  |

Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

**Cost should be mentioned for Phase 1 EPC and Phase 2 EPC respectively. Cost should also be broken down for bid support for each phase.**

Form FIN-3: Breakdown of Costs by Activity

|  |  |  |
| --- | --- | --- |
| **Group of Activities (Phase):**2 | **Description:**3 | |
| Cost component |  | **Costs** |
|  | USD |
| Remuneration4 |  |  |
| Reimbursable Expenses 4 |  |  |
| Taxes |  |  |
| Subtotals |  |  |

**Breakdown should be provided for Phase 1 EPC and Phase 2 EPC Services separately.**

Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Bidder shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.

Short description of the activities whose cost breakdown is provided in this Form.

Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

Form FIN-4: Breakdown of Remuneration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group of Activities (Phase):** | | | | |
| **Name**2 | **Position**3 | **Staff-month Rate**4 | **Input**5  (Staff-months) | USD |
| **Foreign Staff** |  |  |  |  |
|  |  | [*Home*] |  |  |
| [*Field*] |  |  |
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| **Local Staff** |  |  |  |  |
|  |  | [*Home*] |  |  |
| [*Field*] |  |  |
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|  |  |  | Total Costs |  |

**Breakdown should be provided for Phase 1 EPC and Phase 2 EPC Services separately.**

Form FIN-4 shall be filled for each of the Forms FIN-3 provided.

Personnel should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

Positions of Personnel shall coincide with the ones indicated in Form TECH-5.

Indicate separately Personnel -month rate and currency for home and field work.

Indicate, separately for home and field work, the total expected input of Personnel for carrying out the group of activities or phase indicated in the Form.

For each Personnel indicate the remuneration in the column of the relevant currency, separately for home and field work.

Remuneration = Staff-month Rate x Input.

Form FIN-5: Breakdown of Reimbursable Expenses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Group of Activities (Phase):** | | | | | | |
| **N°** | **Description**2 | **Unit** | **Unit Cost**3 | **Quantity** | **USD** | |
| 1 | Cost of transportation services including running and maintenance costs for supervision vehicles and supervision motorbikes. (Within Monrovia) |  |  |  |  | |
| 2 | Cost of Site office (only for first month) |  |  |  |  | |
| 3 | Cost of communications for the purpose of the Services. |  |  |  |  | |
| 4 | Cost, rental and freight of any instruments or equipment required to be provided by the Bidders for the purposes of the Services. |  |  |  |  | |
| 5 | Cost of printing and dispatching of the reports to be produced for the Services. |  |  |  |  | |
| 6 | Cost of such further items required for purposes of the Services not covered in the foregoing. |  |  |  |  | |
| Total Costs | | | | | |  |

**Breakdown should be provided for Phase 1 EPC and Phase 2 EPC Services separately.**

Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

Delete items that are not applicable or add other items according to Reference Paragraph 3.6 of the Data Sheet.

Indicate unit cost and currency.

Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.

Indicate route of each flight, and if the trip is one- or two-ways.

Only if the training is a major component of the assignment, defined as such in the TOR.

Form FIN-6: Bidder’s Representations Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personnel | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Name | Position | Salary per Working Month/Day/Year | Social Charges1 | Overhead1 | Subtotal | Fee2 | Away from Headquarters Allowance | Proposed Fixed Rate per Working Month/Day/Hour | Proposed Fixed Rate per Working Month/Day/Hour1 |
| Home Office | |  |  |  |  |  |  |  |  |
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Expressed as percentage of 1

Expressed as percentage of 4