Section IV. Tender Forms

1. Contractor’s Tender

[The Tenderer shall fill in and submit this Tender form with the Tender. If the Tenderer objects to the Adjudicator proposed by the Employer in the Tender Documents, it should so state in its Tender, and present an alternative candidate, together with the candidate’s daily fees and biographical data, in accordance with ITT Clause 37.]

***[date]***

Identification No: ***[insert identification number]***

Title of Contract**: …………………………………………………..**

To: **………..,…………………………………………………….**

 **……..,………………………………………………………**

**……..,……………………………………………………….**

**……..,……………………………………………………….**

Having examined the Tender Documents, including addenda **[insert list]**, we offer to execute the **[name and identification number of Contract]** in accordance with the form of Contract accompanying this Tender for the Contract Price of **[insert amount in numbers]**, **[insert amount in words] [insert name of currency]**. The total amount of all Taxes and Duties, not included within the above Tender Price, has been assessed to be the sum of *[insert amount in figures and words]* as per the attached Schedule of Tender’s Local Tax and Duty Assessment.

The Contract shall be paid in the following currencies:

|  |  |  |  |
| --- | --- | --- | --- |
| Currency | Percentage payable in currency | Rate of exchange: one [insert foreign currency] equals ***[insert local]*** | Inputs for which [foreign currency] is required |
| (a)(b) |  |  |  |

Our Tender shall be valid for the period of time in accordance with **ITT Sub-Clause 19.1**, from the date fixed for Tender submission deadline in accordance with **ITT Sub-Clause 23.1**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. We hereby confirm that this Tender complies with the Tender Security as required by the Tender Documents and specified in the **TDS**.

If our Tender is accepted, we commit to obtain a Performance Security in accordance with **GCC Clause 56** and as described in **ITT Clause 43** for the due performance of the Contract.

We accept the appointment of **[insert name proposed in Tender Data Sheet]** as the Adjudicator.

**[or]**

We do not accept the appointment of **[insert name proposed in Tender Data Sheet*]*** as the Adjudicator, and propose instead that **[insert name]** be appointed as Adjudicator, whose daily fees and biographical data are attached.

We, including any subcontractors or suppliers for any part of the Contract, have nationalities from eligible countries in accordance with **ITT Clause 4**.

We have no conflict of interest in accordance with **ITT Sub-Clause 4.3**.

Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the Contract has not been declared ineligible by the Government of Ghana, or under the Employer’s country laws or official regulations or as otherwise provided in **ITT Clause 4**.

We are aware of, and will comply with, the rules on prohibited activities, restricted parties and eligibility requirements of prohibited source provisions in accordance with applicable Ghanaian laws, regulations and policy and other requirements as summarized in Annex A to the form of Contract (Additional Provisions) shown in Section VI of the Tender Documents.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Tender and to Contract execution if we are awarded the Contract, are listed below:

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

We understand and agree that this Tender and your written acceptance of it shall constitute a binding Contract between us until a formal Agreement is executed. We understand that you are not bound to accept the lowest or any Tender you receive.

Authorized Signature:

Name and Title of Signatory:

Name of Tender:

Address:

**Schedule of Tenderer’s Tax and Duty Assessment**

In order to facilitate the designation of this project as a ‘Tax and Duty Free” contract, the Employer requires that Tenderers provide a genuine estimate of the “Taxes and Duties’’ which would be payable were this project not exempt. Tenderers are accordingly required to make this assessment on the tables provided below, which form part of the Letter of Tender.

**Table A. CIF, Import Duties and VAT/NHIL**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit** | **Quantity** | **Value CIF (Value unit) - A** | **Import Duty** **Rate – x%** | **Total Import Duty****(B=x% of A)** | **Sum of CIF & Import Duty****(A+B)** | **VAT/NHIL****Rate – k%** | **VAT/NHIL – k% of (A+B)** |
| **1** | **Construction Equipment**List all equipment that will be imported into Ghana for the works |  |  |  |  |  |  |  |  |
| **2** | **Vehicles**List all vehicles that will be imported into Ghana for the works |  |  |  |  |  |  |  |  |
| **3** | **Office Equipment**List all office equipment that will be imported into Ghana for the works |  |  |  |  |  |  |  |  |
| **4** | Construction Materials* Cement
* Reinforcement
* Bitumen
* Lubricant
* Explosive
* Other Materials to be imported (list)
 |  |  |  |  |  |  |  |  |

**Table B. Withholding Tax**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Rate** | **Applicable Value** | **Total Tax Due** |
| **1****2** | Foreign ComponentLocal Component |  |  |  |

**Table D. Summary**

**TOTAL AMOUNT OF ALL TAXES CARRIED TO LETTER OF TENDER:**

**Import Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VAT and NHIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Withholding Tax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Tender Qualification Information Forms**

[The Tenderer shall provide the information requested in the Tender Qualification Information Forms included hereafter in accordance with **Section III** (**Evaluation and Qualification Criteria**) to establish Tenderer’s qualifications to perform the contract. Attach additional pages as necessary.]

**Form – 1.1**

* 1. Tender Information Sheet

Each Tenderer must fill in this form.

|  |  |
| --- | --- |
| **Tenderer’s legal name**  |  |
| **In case of JV, legal name of each partner** |  |
| **Tenderer’s country of constitution** |  |
| **Tenderer’s year of constitution** |  |
| **Tenderer’s legal address in country of constitution** |  |
| **Tenderer’s authorized representative** (name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.*** 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with **ITT Sub-Clause 4.1** and **4.2**.
* 2. Authorization to represent the firm or JV named above, in accordance with **ITT Sub-Clause** **22.2**.
* 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with **ITT Sub-Clause** **4.1**.
* 4. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with **ITT Sub-Clause** **4.4**.
 |

**Employer reserves the right to check references including any work on Donor-funded contracts and as per any Past Performance Database.**

**The Contractor’s future performance under any contract resulting from these Tender Documents will be subject to Reporting and Considering Past Performance.**

**Form - 1.2**

JV Information Sheet

Each member of a JV or an association must fill in this form.

|  |
| --- |
| JV / Specialist Subcontractor Information |
| **Tenderer’s legal name** |  |
| **JV Partner’s or Subcontractor’s legal name** |  |
| **JV Partner’s or Subcontractor’s country of constitution** |  |
| **JV Partner’s or Subcontractor’s year of constitution** |  |
| **JV Partner’s or Subcontractor’s legal address in country of constitution** |  |
| **JV Partner’s or Subcontractor’s authorized representative information****(name, address, telephone numbers, fax numbers, e-mail address)** |  |
| **Attached are copies of the following original documents.** * 1. Articles of incorporation or constitution of the legal entity named above, in accordance with **ITT Sub-Clause 4.1** and **4.2**.
* 2. Authorization to represent the firm named above, in accordance with **ITT Sub-Clause** **22.2.**
* 3. In the case of a government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with **ITT Sub-Clause 4.4**.
 |

* 1. Employer reserves the right to check references including any work on Donor-funded contracts and as per any Past Performance Database.
	2. The Contractor’s future performance under any contract resulting from these Tender Documents will be subject to Reporting and Considering Past Performance.
	3. Form – 1. 3
	4. Subcontractor Information Sheet

Each Tenderer must complete this form for each specialized Subcontractor mentioned in its subcontracting plan.

|  |  |
| --- | --- |
| **Sub-contractor’s legal name**  |  |
| **Subcontractor’s country of constitution** |  |
| **Subcontractor’s year of constitution** |  |
| **Subcontractor’s legal address in country of constitution** |  |
| **Subcontractor’s authorized representative**(name, address, telephone numbers, fax numbers, e-mail address) |  |
| **Attached are copies of the following original documents.*** 1. Articles of incorporation or constitution of the legal entity named above, in accordance with **ITT Sub-Clause** **4.2**.
* 2. Authorization to represent the entity named above.
* 3. In case of a government-owned entity, any additional documents not covered under 1 above required to comply with **ITT 4.4**.
 |

**Form – 2**

Historical Contract Non-Performance

Tenderer’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV/Consortium Member’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tender No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Page \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

|  |
| --- |
| Non-Performing Contracts |
| Contract non-performance did not occur during the stipulated period, in accordance with **Sub-Factor 2 of B. Qualification of Section III. Evaluation and Qualification Criteria**.**Contract non-performance** during the stipulated period, in accordance with **Sub-Factor 2 of B. Qualification of Section III. Evaluation and Qualification Criteria**. |
| Year | Outcome as Percent of Total Assets | Contract Identification  | Total Contract Amount (current value, GHS equivalent) |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:Name of Employer:Address of Employer:Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |
| **Failure to sign a Contract** in accordance with **Sub-Factor 2 of B. Qualification of Section III. Evaluation and Qualification Criteria**.  ***[Explain deviation(s), if any]***  |
| Pending Litigation |
| No pending litigation in accordance with **Sub-Factor 2 of B. Qualification of Section III. Evaluation and Qualification Criteria**. **Pending litigation** in accordance with **Sub-Factor 2 of B. Qualification of Section III. Evaluation and Qualification Criteria**, as indicated below |
| Year | Outcome as Percent of Total Assets | Contract Identification  | Total Contract Amount (current value, GHS equivalent) |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:Name of Employer:Address of Employer:Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_ | \_\_\_\_\_\_ | Contract Identification:Name of Employer:Address of Employer:Matter in dispute: | \_\_\_\_\_\_\_\_\_\_\_ |

Form – 3.1

Financial Situation

Each Tenderer or member of a JV must fill in this form.

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

**Information from Balance Sheet**

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

**Information from Income Statement**

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

|  |
| --- |
| * Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last 5 years, as indicated above, complying with the following conditions.
* All such documents reflect the financial situation of the Tender or partner to a JV, and not sister or parent companies.
* Historic financial statements must be audited by a certified accountant.
* Historic financial statements must be complete, including all notes to the financial statements.
* Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
 |

**Form – 3.2**

Average Annual Construction Turnover

Each Tenderer or member of a JV must fill in this form.

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

The information supplied should be the Annual Construction Turnover of the Tenderer or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed, converted to GHS at the rate of exchange at the end of the period reported.

**Form - 3.3**

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in **Sub-factor 3.3** of **B. Qualification of Section III. Evaluation and Qualification Criteria**.

|  |  |
| --- | --- |
| **Source of financing** | **Amount (GHS equivalent)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Form – 3.4**

Current Contract Commitments/Works in Progress

Tenderers and each member of a JV/Consortium should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate is yet to be issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of contract** | **Employer, contact address/tel/fax** | **Value of outstanding work (current GHS equivalent)** | **Estimated completion date** | **Average monthly invoicing over last six months(GHS/month)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| etc. |  |  |  |  |

**Form – 4.1**

General Construction Experience

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture / Consortium.]*

Applicant's/Joint Venture/Consortium Partner's Legal Name: *[insert full name]*

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

Applicant JV/Consortium Party Legal Name: *[insert full name]*

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

*[Identify contracts that demonstrate continuous construction work over the past five years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

| **Starting****Month /****Year** | **Ending****Month /****Year** | **Contract Identification** | **Role of****Applicant** |
| --- | --- | --- | --- |
| *[indicate month/ year]* | *[indicate month/ year]* | Contract name: *[insert full name]*Brief Description of the Works performed by theApplicant: *[describe works performed briefly]*Amount of contract: *[insert amount in GHS equivalent]*Name of institution: *[indicate full name]*Address: *[indicate street/number/town or city/country]*Contact person: *[insert tel. & e-mail]*[[1]](#footnote-1) | *[insert "Contractor” or "Subcontractor” or "Contract Manager”]* |
|  |  | Contract name: *[insert full name]*Brief Description of the Works performed by theApplicant: *[describe works performed briefly]*Amount of contract: *[insert amount in GHS equivalent]*Name of institution: *[indicate full name]*Address: *[indicate street/number/town or city/country]*Contact person: *[insert tel. & e-mail]* | *[insert "Contractor” or "Subcontractor” or "Contract Manager”]* |

**Form – 4.2**

Similar Construction Experience

*[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture/Consortium, and specialist sub-contractors. A copy of the certificate of substantial completion should be attached for each contract in order for such contract to be considered.]*

Applicant's/Joint Venture/Consortium Partner's Legal Name: *[insert full name]*

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

JV/Consortium Party Name: *[insert full name]*

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

| **Similar Contract No.***[insert number]* of *[insert number of similar contracts required]* | **Information** |
| --- | --- |
| Contract Identification | *[insert contract name and number, if applicable]* |
| Award date | *[insert day, month, year,]* |
| Start date | *[insert day, month, year,]* |
| Completion date | *[insert day, month, year,]* |
| Role in Contract*[check the appropriate box]* | Contractor🞎 | Management Contractor🞎 | Subcontractor🞎 |
| Total Contract Amount | GHS *[insert total contract amount in GHS]* |
| If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount | *[insert a percentage amount]* | *[insert total contract amount in GHS equivalent]* |
| Employer's Name[[2]](#footnote-2): | *[insert full name]* |
| Address:Telephone/fax number:[[3]](#footnote-3)E-mail: | *[indicate street/number/town or city/country]**[insert telephone/fax numbers, including country and**city area codes]**[insert e-mail address, if available]* |
| Description of the similarity in accordance with Sub-Factor 4.2 of Section III: |  |
| 1. Amount | *[insert amount in GHS in words and in**Figures]* |
| 2. Physical size | *[insert physical size of activities.]* |
| 3. Complexity | *[insert description of complexity for example, indicate if works included rehabilitation, construction, or both, type of terrain, cuts on high roadside steep slopes, slope stabilization works, local conditions (if conducted in tropical areas, in developing countries), number of simultaneous work fronts, etc.]* |
| 4. Methods/Technology | *[insert specific aspects of the methods/technology involved in the contract]* |
| 5. Other Characteristics | *[insert other characteristics as described in Section V, Scope of Works]* |

Note: The qualifying information declared above must be that, which is exclusively in the name of legal entity of the Tender alone and should not include any information of the group, parent or sister companies and that must be fully substantiated by attaching ‘Certificates of Completion / Substantial Completion’.

**Form – 4.3**

Specific Construction Experience in Key Activities

Tenderer’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JV/Consortium Member’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tender No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractor’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

|  | Information |
| --- | --- |
| Contract Identification | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Award date Completion date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Role in Contract** |  Contractor  |  Management Contractor |  Subcontractor |
| Total contract amount | GHS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If partner in a JV or subcontractor, specify participation of total contract amount | \_\_\_\_\_\_\_\_\_\_\_\_\_\_% | GHS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Employer’s Name4: |   |
| Address:Telephone/fax number:E-mail: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note: The Employer reserves the right to check references including any work on Donor-funded contracts and as per the any Past Performance Database.**

**The Contractor’s future performance under any contract resulting from these Tender Documents will be subject to Reporting and Considering Past Performance.**

**Form – 4.3**

Specific Construction Experience in Key Activities (Cont.)

Tender’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_ pages

JV/Consortium Member’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subcontractor’s Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Description of the key activities in accordance with Sub-Factor 4.3 of B. Qualification of Section III. Evaluation and Qualification Criteria: | Information |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Note: The qualifying information declared above must be that, which is exclusively in the name of legal entity of the Tenderer alone and should not include any information of the group, parent or sister companies and that must be fully substantiated by attaching appropriate supporting documentation such as copies of certified IPCs etc.

**Form - 5**

**Key Equipment**

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

|  |
| --- |
| Item of equipment |
| Equipment information | Name of manufacturer | Model and power rating |
|  | Capacity | Year of manufacture |
| Current status | Current location |
|  | Details of current commitments |
|  |  |
| Source | Indicate source of the equipment o Owned o Rented o Leased o Specially manufactured |

Omit the following information for equipment owned by the Tender.

|  |  |
| --- | --- |
| Owner | Name of owner |
|  | Address of owner |
|  |  |
|  | Telephone | Contact name and title |
|  | Fax | Telex |
| Agreements | Details of rental / lease / manufacture agreements specific to the project |
|  |  |
|  |  |

**Note: Employer reserves the right to verify the information provided on equipment.**

* 1. Form – 6.1
	2. Tenderer’s Proposed Key Personnel

[The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to provide the required key personnel listed in Sub-Factor 6 of B. Qualification of Section III.

Evaluation and Qualification Criteria by providing the information as per Form – 6.1 and providing the biographical data describing the qualifications and experience of each proposed key personnel in the following Form – 6.2.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Position** | **Name** | **Years of****Experience (general)** | **Years of experience in proposed position** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

* 1. Form – 6.2
	2. Qualification and Experience of Key Personnel

|  |
| --- |
| Name of Tenderer: |

|  |
| --- |
| 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 over the last *[Insert number of years]* years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employer reserves the right to check references.**

*[All CVs of Key Personnel must be signed and dated by them during the Tender preparation period.]*

1. **Employer reserves the right to check references and contact this person or any other person for reference check. It is in the best interest of the Applicant to seek that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non- response from the reference could be treated as a poor reference.** [↑](#footnote-ref-1)
2. **Employer** reserves the right to contact this person or any other person for reference check. It is in the best interest of the Applicant to seek that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non- response from the reference could be treated as a poor reference. [↑](#footnote-ref-2)
3. Employer reserves the right to check references and contact this person or any other person for reference check. It is in the best interest of the Applicant to seek that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non-response from the reference could be treated as a poor reference. [↑](#footnote-ref-3)