



## Request for Proposal

### Project:

Consultancy Services for the Design and Supervision of Applied  
Science College

### Country:

Nouakchott – Mauritania

Issued on: 29-02-2024

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## 1.0. Preface

Abu Dhabi Fund for Development (ADFD) is interested in soliciting a qualified consultancy firm to design and supervise the construction activities of applied science college in Nouakchott – Mauritania

### 1.1. Project Objectives

The Government of Mauritania are aiming to prepare and qualifying a promising generation of engineering skilled graduates in various specializations in accordance with the highest educational standards as part of the country development vision.

The country has set a plan to achieve the above objective through the establishment of a fully equipped applied science college specialized in various Engineering field to produce competencies skilled engineers on the following specializations: -

- Network Engineering
- Transportation Engineering
- Electrical Engineering
- Civil Engineering
- Mechanical engineering

which are required to meet the market demand and assist in the development process of the country with a capacity of 1500 students over a total area of 30,000 sq.m.

### 1.2. Consultancy Service Objectives

Below are the summary of the required consultancy services:

- Develop the most effective design to construct well established applied science college in Nouakchott – Mauritania in accordance with curriculum requirements and students' capacity.
- Coordinate the scope of the curriculum for the college with the relevant education entity to link it with the design to ensure meeting all the requirements.
- Specify the training equipment's and teaching facilities that necessary for the efficient operation of the college which is all based on the developed curriculum.
- Develop the most effective design for the student & staff accommodation facilities with all required amenities and recreation areas.  
**Note:-** Female accommodation building to be separated from male accommodation
- Supervise the construction works and ensure that high quality workmanship is achieved, and all works are carried out in full compliance with the design, technical specifications and ensure meeting the project performance metrics.

## 2.0. Scope of the services

### 2.1. Pre-Construction phase

#### 2.1.1. Data collection

The Consultant shall carry out all the surveys/inspections and meetings with stakeholders to familiarize himself with the sector to meet the requirements indicated in the objectives and scope of services.

Initial end-user requirements: -.

#### The facility capacity

<b>Total Number of Students</b>	1500
<b>Number of instructors</b>	1 per 25 students
<b>Administration staff</b>	20
<b>Others</b>	10

#### Notes:

- Contingencies to be added to the above number.

#### The facility minimum requirements

	<b>Facility</b>	<b>Number</b>
<b><u>Administration area</u></b>	Chancellor office	1
	Vice chancellor office	1
	Assistant office	1
	Conference room	1
	Waiting area / room	1
	Offices	12
	Pantry	1
	Storage room	1
	Archive room	1
<b><u>Educational Facilities</u></b>	Auditorium	1
	Lecture theater	1
	Lecture classes	23
	Workshops / Labs	14
	Faculty offices	9
	Library	1
<b><u>Canteen</u></b>	Canteen Hall	1
	Food serving area	1
	Private hall	1
	Main kitchen	1
<b><u>Accommodation</u></b>	Accommodation administration with reception	1

	Archive room	1
	Male students' accommodation building	To be proposed
	Female students' accommodation building	To be proposed
	Faculty accommodation building	To be proposed
	Laundry room	To be proposed
<b><u>Other facilities</u></b>	Mosque	1
	Retail stores	3
	Parking areas	To be proposed
	Internal recreation area / gym	1
	External recreation area (sports grounds)	1

**Notes:**

- Toilets / showers and any other unmentioned amenities to be proposed by the consultant.
- Consultant to propose any other facilities as appropriate if required.

**2.1.2. Schematic Design**

Develop space requirement based on the best practices and the requirements of the Employer. The functional requirements should later be developed in greater details and should be conducted in close collaboration with the Employer. The Schematic Design should reflect the functional requirements as to the flow of operations, flexibility, and future needs. The Consultant should satisfy himself as to the limitations imposed by the government on such projects.

**2.1.3 Preliminary Design:**

The services shall include but not limited to the followings: -

- Develop the schematic design in more detail to define the works to be executed.
- Submit outline drawings, prospective, sections and any other relevant documents needed to describe the works in more detail.
- Make modifications as appropriate to the preliminary design to incorporate the employer comments.
- Co-ordinate and liaise with relevant government authorities if required to ensure that all necessary requirements are incorporated in the design.
- Develop cost estimates and master program.

**2.1.4. Final Design and Tendering Process:**

The Consultant services should include but not be limited to:

- Prepare the final design, design calculations, the interior design and the final design drawings for all aspects of the work.
- Selection of the materials and manufactured items necessary for the work.

- Preparation of specification, bills of quantities and schedules as appropriate.
- Preparation of tender documents including but not be limited to:-
  - General Conditions of Contract
  - Conditions for Particular Application
  - Specifications
  - Bills of Quantities
  - Tender Drawings
  - Instructions to Tender
- Prepare preliminary construction schedule and cost estimate to be used for the bid evaluation.
- Pre-qualify contractors as to their abilities to perform the work.
- Issue tender documents and administer the tender process.
- Check and evaluate contractor's bids as to their completeness and responsiveness.
- Prepare technical & commercial bid analysis report to the Employer with recommendations as to the award of contract.
- Prepare final contract documents related to the accepted tender.
- Prepare monthly progress reports during the pre-construction stage indicating the description of the services and the rate of progress.
- Submit on behalf of the Employer all documents, drawings, calculations etc.—which may be required to obtain all the necessary permits and licenses from local authorities and follow up until such licenses are granted.
- Specify the areas where the curriculum has been taken into consideration in the final design report.
- List the training, laboratory, teaching equipments required for the college.
- List the fixed and loose furniture required for the college.
- Specify the design criteria for the accommodation and recreation facilities.

#### 2.1.5. Environmental and Health Requirements

The design and the specification of all the materials shall be in line with the environmental and health requirement of the local authorities in Mauritania.

## 2.2. Construction phase:

The Consultant Services shall include but not be limited to:-

- Administer the construction contract and take technical control of the works.
- Check and approve all contractors' materials, samples and drawings, calculations and method statements in a proper and timely manner.
- Inspect and supervise testing of materials, equipment (on-or-off site) as specified by the applicable codes and standards indicated in the construction contract.
- Provide on-site staff in accordance with the requirements of the work.
- Ensure that construction is not started on individual elements of the work prior to approval of detailed drawings, calculations and method statement.
- Check the accuracy of as-built drawings to be prepared by the contractors.
- Check, verify and endorse certificates of payment of contractors after the necessary verification of the work done and the payment support documents.
- Perform all duties usually associated with supervision and administration of the contract.
- Submit monthly progress reports to the Employer indicating the progress of the works. Reports should be based on contractors input data and should reflect any deficiencies

and their effects on scheduled completion, the report should also show the cash flow position as compared to total contract sum.

- Meet periodically with the Contractor, equipments provider subcontractor and Employer to discuss progress and resolve problems.
- Monitor construction progress through review of contractor's schedules.
- Provide final inspection, witness testing and commissioning by the contractors and recommend acceptance of systems, equipments and installations, and issuance of substantial completion certificates.
- Prepare completion and final accounts reports in forms acceptable to the Employer.
- Assist the Employer in settling differences, claims or disputes that may arise including litigation and/or arbitration.
- Ensure that all equipments and teaching facilities are manufactured and calibrated in accordance with the specification, attend the FAT test and undertake approvals at all stages of production.

### 2.3. Defect liability phase

The Consultant shall make quarterly periodical inspections of the completed works during the Defect Liability period and advise the Employer on any maintenance work to be undertaken by contractors and Issue final completion certificates.

## 3.0. Instruction to Tender:

The following instructions should be carefully noted by tenderers. Furthermore, it is to be noted that these Instructions to Tender will form part of the Contract Documents and will have priority to the Terms and Conditions of the Project.

### 3.1. General instructions

One set of the following tender documents are issued for tendering:

- This RFP Document including the Form of Tender and the Appendix

### 3.2. Technical Requirements for Consultants

The consultant offices bidding for this project must submit the following:

- Proof of consultancy services experience and experience in similar projects.
- A report outlining the understanding of the Project.
- Methodology for the recommended work strategy.
- The firm profile and main office address and CVs of Staff and their proposed positions
- Size of firm, Year of incorporation and Turn over (volume of fees)
- Services undertaken on going job and completed in the past 5years.
- Reference data (past clients).
- Any other relevant information.



### 3.2.1. Program for Provision of the Services:

The Consultant shall:-

- Prepare all the services required Pre-construction up to release of tender documents to bidders within a period of 8 weeks from the date of the letter of award. This time will not include the time required for the approval of the Employer.
- The Consultant should consider that the time required for execution of the project as 20 months from the notice to proceed up to substantial completion.

### 3.2.2. Reports to be submitted

The Consultant is required to submit reports including but not limited to the following documents:

- Schematic design and schematic design report.
- Preliminary design and preliminary design report incorporating all the changes that might come out of the review of the schematic design by the Employer including a preliminary cost estimate.
- A draft of tender documents including detailed design drawings, bill of quantities, conditions of contract, instructions to tender, cost estimate—etc.
- Final contract documents to the Employer incorporating all the changes subsequent to the Employer review of tender documents and enough copies for contractors.
- Criteria, terms and forms used for contractors prequalification.
- Prequalification report.
- Tender analysis report.
- Monthly progress reports during construction period and every three months during the maintenance phase.
- Final account report within three months of final completion
- Final as built drawings, operation and maintenance manuals and used materials record file.
- Quarterly films from the project site using modern technologies such as Time laps cameras, drones or 3G cameras.
- Training plan for the teaching staff on the training equipment.

### 3.4. Fixed Price

The Tender should note that there shall be no adjustment to the Contract Price and rates shall not be subject to any adjustment in respect of rise or fall in the currency, costs of labour, materials or any other matters affecting the cost of the execution of the Works.

### 3.5. Qualification

The Tender must be submitted solely on the basis of the tender documents and shall not include any qualifications. Should the Tenderer wish to submit an alternative offer to the Employer for consideration, such offer must be additional to the original noted above and completely separate.

### 3.6. Tenderer's Capacity

The Tenderer shall submit with his Tender details of supervisory staff to be assigned to the Project. Required information is specified in relevant appendix and shall be attached. Aforesaid information along with detailed previous relevant experience shall also be attached for all proposed Subcontractors.

### 3.7. Alternative Tenders

Alternative Tenders based on specifications other than those in the tender documents will be considered provided that a Tender fully complying with the conditions laid down in the tender documents is also submitted. The Tenderer shall give full details of such alternative specifications together with the effect, if any, on the Tender Sum. The Employer shall be free to accept whichever Tender he may choose. Alternative Tenders must be submitted in the manner stated in this document and endorsed "Alternative No. 1".

### 3.8. Expenses of Tender

The Employer will not be responsible for nor pay any expense which may be incurred by any Tenderer in the preparation and submission of his Tender.

### 3.9. Confidentiality

All documents issued and information given to the Tenderer shall be treated as confidential and in the event of a tender not being submitted, or not being accepted, all the documents shall be immediately returned to the Employer or disposed of as instructed by the Employer.

### 3.10. Currency

The currency of the Contract will be the US Dollars.

### 3.11. Language

All correspondence with the Employer shall be in English or Arabic language.

### 3.12. Corrupt Practices

The Employer requires that all Bidders, Suppliers, Contractors, and Consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Employer

- Defines, for the purposes of this provision, the terms set forth below as follows:
  - "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and "fraudulent practice" means a misrepresentation of facts in order to influence a procurement

process or the execution of a contract to the detriment of the Employer, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Employer of the benefits of free and open competition;

- Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- On the evidence of corrupt or fraudulent practices by any bidder, supplier or contractor in the procurement or the execution of the contract, the Employer will take appropriate action to rescind the contract and cancel it. For this purpose, the Employer will require that the bidding documents embody a statement to this effect, and will also require that, in contracts a provision be included that gives the Employer the right to rescind the contract in these circumstances.

#### 4.0. Submission of Tender Documents

The Tenderer shall submit the complete set of tender documents together with one copy of the same clearly marked "COPY". The Tenderer should also submit soft copy of both technical and financial offers inside each relevant envelope. In the event of any discrepancy the information entered in the original shall take precedence.

The Tenderer shall complete the whole of the Tender Documentation and shall sign and date the documents in the spaces provided.

The Tender and appendix to Tender are to be completed in English.

Every page of the "original" shall be stamped with the company seal and initialed by the person signing the Tender. The employer reserves the right to instruct the successful Tenderer to stamp and initial every page prior to the formal award of the Contract.

The Tender must be signed by the principal of the firm or by a person properly authorized for the purpose and the registered name and address of the Tenderer must be printed in block capitals in the space provided.

The tender must be submitted in three different sealed packages and covered with white paper, each one sealed with the red wax, and should not contain any logos, stamps, etc. that would give out the identity of the company, and should follow ADFD format as detailed below:-

- 1) Form I in the Appendix - **ENVELOPE (A) THE TECHNICAL PROPOSAL** + soft copy
- 2) Form I in the Appendix - **ENVELOPE (B) THE FINANCIAL PROPOSAL** + soft copy
- 3) Form I in the Appendix - **ENVELOPE (C) THE TENDER BOND** + scanned copy

#### 4.1. Tender Guarantee

The Tenderer shall submit with his Tender a Tender Bond in the form of an unconditional bank guarantee or a manager's cheque from a first class International Bank or a leading UAE Bank. The Bank and the terms of the guarantee shall be subject to the approval of

the Employer. The amount of the bond shall be US Dollars 80,000 as security against the withdrawal of the Tender before the expiry of the period of validity of Tenders or otherwise failing to comply with the terms of the Tender.

Tender Bond shall be valid for a period of 120 days from the date of submission.

#### 4.2. Delivery of Tender

The Tender shall be delivered in ADFD format envelopes or packages with all joints properly sealed with red sealing wax, without the identity of the Tenderer as noted in the "Submission of Tender Documents", and shall be in accordance with the Appendix. Any tender not following the mentioned guidelines shall be disqualified. The Tender shall be addressed to:

Abu Dhabi Fund for Development  
PO Box 814  
Abu Dhabi  
United Arab Emirates

The Tender subject shall be endorsed as follows:

**"Tender for the consultancy services for the Applied Science College – Nouakchott - Mauritania"**

The Tender shall be delivered not later than 3:00 pm 04-04-2024 to ABU DHABI FUND FOR DEVELOPEMNT in Al Bateen area next to the Central Bank, the office of the Tender Committee at Operations Department, (Fifth Floor) PO Box 814, Abu Dhabi, and telephone: 02-6677100.

The Employer will not be responsible for nor pay any expense which may be incurred by any Tenderer in the preparation and submission of his Tender.

#### 4.3. Evaluation of Tenders & Correction of Errors

The Rates and Prices contained in the Tender Documents will be examined prior to awarding of the contract in order to ascertain that the items are extended correctly at the rates quoted. Generally, should any error be found, the rate will remain unaltered and the extended amount will be corrected, unless there is an obvious typographical error in such case the more realistic figure shall be inserted. The total amount of the Tender shall be amended accordingly. Any or all corrections necessary may be made without reference to the Tenderer and the revised tender price shall be determined which shall be used for the purpose of comparison with other tenderers.

Failure by the Employer to discover any error during the checking of the tender shall not entitle the successful tenderer (or any other tenderer) to make a claim for payment against the error if it is subsequently discovered.

#### 4.4. Evaluation of Tenders

The tenders shall be reviewed technically and financially based on the following criteria:-

#### 4.4.1. Technical Evaluation

The Technical Proposal will be evaluated on the basis of Firms Experience and the experience of the personnel. The criteria to be used for evaluation shall be as follows:

Sl. No.	Description	Points	Break-up details as given below
1	Firm's Relevant Experience	30	
2	Adequacy of Approach and Methodology	30	
3	Qualification and Relevant Experience of the Proposed Key Personnel	40	
Total		<b>100</b>	

The number of points to be given under each of the evaluation criteria are:

(i) Firm relevant experience		Points
(a)	Specific experience of the consultant in the design and supervision of similar projects	25
(b)	Experience of the consultant in Africa	5
Total		<b>30</b>

(ii) Adequacy of the proposed work plan and methodology in responding to the TOR		
Sub criteria:		
(a)	Understanding of TOR	5
(b)	Methodology and Quality Assurance	14
(c)	Work Program and Manning Schedule	11
Total		<b>30</b>

(iii) Qualification and competence of the key staff for adequacy of the Assignment		
Sl No.	Key Personal	Points
1	Team Leader / Civil Engineer	10
2	Architectural Engineer	7
3	Electromechanical Engineer	6
4	Quantity Survey/ Contract Administrator	5
5	Inspector/Surveyor	4
6	Specialist in designing of an educational institute	8
Total		<b>40</b>

#### Weightage Points for Key Professionals:

General Qualification	25
Employment with firm	5
Relevant Experience and Adequacy for the Project	70
Total	100

#### 4.4.2. Financial Evaluation:

Experience of any constituent of the firm or any subsidiary or holding company of the firm shall not be taken into consideration for evaluation. Only the bidders who attain 75% in the evaluation of technical proposal will have their financial proposal opened.

. Subsequent to the review and analysis of the financial offers, the tender shall be awarded to the bidder who passes the technical score and offered the best financial offer.

#### 4.4.3. UAE Companies

UAE national companies shall enjoy a 10% privilege on the financial offers. This privilege shall be extended only to companies who has passed the technical evaluation as noted above

#### 4.4.4. Tender Opening and Administration Process:-

The tender shall be opened by the ADFD independent Tender Committee,. As soon as the bids are received on the tender set date ADFD will call upon the Tender Committee to be assembled, initially only the Technical offers will be opened. Subsequent to the analysis the technical offer the Committee will be called to open the commercial offer of the technically acceptable bids only. This process is a closed session process, however all bidders shall be notified officially with the results as soon as the process is completed

#### 4.5. Acceptance

The Employer does not bind himself to accept the lowest or any tender and will not state a reason for the acceptance or rejection of a Tender.

#### 4.6. Address to the Tenderer

The Tenderer shall state in his Tender the address to which all correspondence concerning his Tender shall be addressed.

#### 4.7. Alterations

No alteration, other than filling in all the blanks intended to be filled in, shall be made in any of the documents issued. If any alteration is made and if these instructions are not fully complied with, the Tender may be rejected.

#### 4.8. Conditions of Contract

Shall be in accordance with ADFD Procurement Guidelines and this document. The construction of the work shall be based on FIDIC conditions of contract.

#### 4.9. Professional Indemnity Security

The Tenderer is notified that the Professional Indemnity Security to be provided by the successful Tenderer under the provisions of the Conditions of Contract.

#### 5.0. Financial offer

##### 5.1. Remuneration and Terms of Payments

##### 5.1.1. For services detailed under PRE-CONSTRUCTION PHASE

a Lump Sum Fees of USD ----- only (in words US Dollars only), the detailed onsite geotechnical and geo-physical works shall be included under the scope of works of the contractor and the design shall be amended accordingly.

The fees will be payable in accordance with the following terms:

- a) 30% of lump sum fee on approval of Preliminary Design Report
- b) 30% of lump sum fee on approval of Detailed building and curriculums Design and finalization of tender documents
- c) 40% of lump sum fee on submission of Tender Evaluation Report and appointment of contractor

##### 5.1.2. For services detailed under - CONSTRUCTION PHASE

The amount shall be based on a man-month rate per member of staff actually present on the site during supervision. The rate includes all staff cost, including housing and transportation during this stage will be the responsibility of the Consultant.

#	Personnel Category	Estimated No. [A]	Estimated Duration (month) [B]	Man-month Rate (USD) [C]	Total (USD) [AxBxC]
1.	Team Leader/ Civil Engineer	1	20		
2.	Architectural Engineer	1	15		
3.	Electromechanical Engineer	1	15		
4.	QS/Contract Administrator	1	18		
5.	Inspector/Surveyor	3	15		

6.		Lump Sum	20		
7.	Other (Specify)				
Estimated Fees for Site Supervision					

### 5.1.3. Services during Maintenance Phase

A lump sum amount shall be paid to cover the Consultant Services during the maintenance period of 12 months. Payment shall be made on equal quarterly instalments.

### 5.1.4. Summary Table

Bidders are required to fill in the following summary table

Sr. No.	Description	Amount In USD
1	Preconstruction Phase	
2	Construction Phase	
3	Defect liability Phase	
4	Office Overhead and others (specify)	
	Total Amount	

**Note:** - The total amount of the services shall not exceed the ceiling of the Total amount given by the bidder in the above summary Table. The fees for the construction phase which is based on estimated duration shall be adjusted to be paid on equal instalment on monthly basis based on the actual construction period.

## 5.2. Tender Queries

Tender queries shall be addressed to Operations Department Director and shall be submitted to: [operations@adfd.ae](mailto:operations@adfd.ae).



# APPENDIX

(Note: The Appendix forms part of the Tender. The Tenderer is required to fill in all the blank spaces on this Tender and appendix)

## Form I

ENVELOPE (A)  
FINANCIAL PROPOSAL  
FOR TENDER DOCUMENT

ظروف ( أ )  
عطاء مالي  
خاص بالعطاء ومرفقاته

سري CONFIDENTIAL	موضوع المناقصة:
TENDER NO: رقم المناقصة	-----
TENDERED BY: ----- : المناقصة المطروحة من قبل:	
MINISTRY OF / ORGANIZATION: ----- : وزارة / مؤسسة :	
ADDRESS: Abu Dhabi Fund for Development, 5 <sup>Th</sup> Floor, Room 537 Al-Bateen Area, King Abdullah bin Abdulaziz Al Saud Street, P.O.Box: 814 United Arab Emirates, Abu Dhabi	العنوان: صندوق أبوظبي للتنمية، الدور الخامس، غرفة 537 منطقة البطين، شارع الملك عبد الله بن عبد العزيز آل سعود ص.ب: 814 أبوظبي، الإمارات العربية المتحدة
Filled by Abu Dhabi Fund for Development	يعبأ من قبل صندوق أبوظبي للتنمية
Recipient:	المستلم:

THIS ENVELOPE TO BE OPENED BY THE TENDERS COMMITTEE

يفتح هذا المظروف من قبل لجنة المناقصات

ENVELOPE (B)  
TECHNICAL PROPOSAL  
FOR TENDER DOCUMENT

مظروف (ب)  
عطاء فني  
خاص بالعطاء ومرفقاته

<b>سري</b> <b>CONFIDENTIAL</b>	<b>TENDER SUBJECT</b> موضوع المناقصة:
<b>TENDER NO:</b> رقم المناقصة	-----
<b>TENDERED BY:</b> ----- المناقصة المطروحة من قبل: <b>MINISTRY OF / ORGANIZATION:</b> ----- وزارة / مؤسسة :	
<b>ADDRESS: Abu Dhabi Fund for Development, 5<sup>Th</sup> Floor, Room 537 Al-Bateen Area, King Abdullah bin Abdulaziz Al Saud Street, P.O.Box: 814 United Arab Emirates, Abu Dhabi</b>	<b>العنوان: صندوق أبوظبي للتنمية، الدور الخامس، غرفة 537 منطقة البطين، شارع الملك عبد الله بن عبد العزيز آل سعود ص.ب: 814 أبوظبي، الإمارات العربية المتحدة</b>
<b>Filled by Abu Dhabi Fund for Development</b>	<b>يعبأ من قبل صندوق أبوظبي للتنمية</b>
<b>المستلم:</b> <b>Recipient:</b>	

THIS ENVELOPE TO BE OPENED BY THE TENDERS COMMITTEE

يفتح هذا المظروف من قبل لجنة المناقصات

ENVELOPE (C)  
TENDER BID BOND  
FOR TENDER DOCUMENT

مظروف (ج)  
خطاب الضمان  
خاص بالعطاء ومرفقاته

<b>سري</b> <b>CONFIDENTIAL</b>	<b>موضوع المناقصة:</b>
<b>TENDER NO:</b> رقم المناقصة	-----
<b>TENDERED BY:</b> ----- المناقصة المطروحة من قبل: <b>MINISTRY OF / ORGANIZATION:</b> ----- وزارة / مؤسسة :	
<b>ADDRESS: Abu Dhabi Fund for Development, 5<sup>Th</sup> Floor, Room 537 Al-Bateen Area, King Abdullah bin Abdulaziz Al Saud Street, P.O.Box: 814 United Arab Emirates, Abu Dhabi</b>	<b>العنوان: صندوق أبوظبي للتنمية، الدور الخامس، غرفة 537 منطقة البطين، شارع الملك عبد الله بن عبد العزيز آل سعود ص.ب: 814 أبوظبي، الإمارات العربية المتحدة</b>
<b>Filled by Abu Dhabi Fund for Development</b>	<b>يعبأ من قبل صندوق أبوظبي للتنمية</b>
<b>المستلم:</b> <b>Recipient:</b>	

THIS ENVELOPE TO BE OPENED BY THE TENDERS COMMIT

يفتح هذا المظروف من قبل لجنة المناقصات

**Form III: FORM OF TENDER**

To:

The Director of the Operations Department  
Abu Dhabi Fund for Development  
PO Box 814  
Abu Dhabi  
UAE

Dear Sir,

PROJECT:

1. Having examined the RFP and Instructions to Tender documents for the above Services, we, the undersigned, offer to execute and complete such services in conformity with the said Conditions of Contact, for the FIXED ceiling LUMP SUM of US Dollar -----ONLY in accordance with the said Conditions.
2. We acknowledge receipt of the following Invitation to Tender issued by the Employer:

**Reference No. of Notice**

**Date of Notice**

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

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

3. We acknowledge that the Appendix forms part of our Tender.
4. We undertake, if our Tender is accepted and upon receipt of the Employer's notice to commence execution of the works, to proceed with the Works with due expedition and without delay.
5. We undertake, if our Tender is accepted, to complete and deliver the whole of the Works comprised in the Contract within the time stated in the this RFP.
6. The periods stated include all Fridays, Public Holidays etc., and other non-working days caused by inclement weather, etc.

7. We agree to abide by this Tender for 120 days from the last date of submission of Tenders and it shall remain binding upon us and may be accepted at any time before the expiry of the 120 days.
8. If our Tender is accepted we will obtain the guarantee of a first class International Bank or a leading UAE Bank, with its headquarters in Abu Dhabi (to be approved by you) to be jointly and severally bound with us in the sum equal to the percentage of the Contract Price as defined in the Appendix to the Tender for the proper performance of the Contract.
9. If our Tender is accepted we shall obtain the insurances as required by the Tender before commencing the Works.
10. Unless and until a formal agreement is prepared and executed, this Tender together with the Employer's Letter of Acceptance shall constitute a binding contract between us.
11. We enclose herewith in your favour, our Tender Guarantee in the sum of US Dollars \_\_\_\_\_ (US \$ \_\_\_\_\_) in the form of an unconditional and irrevocable Bank Guarantee issued or confirmed by \_\_\_\_\_
12. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to sign tenders for \_\_\_\_\_ and on behalf of \_\_\_\_\_

(IN BLOCK CAPITALS)

Witness \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

**(FORM-IV)**

**FIRM'S REFERENCES**

Relevant Services Carried out in the Last Five Years Which Best Illustrate Qualifications

The following information should be provided in the format below for each reference assignment for which your firm, either individually as a corporate entity or as one of the major companies within a consortium, was legally contracted by the client stated below:

Assignment Name:		Country:	
Location within Country :		Professional Staff Provided by your firm:	
Name of Client:		No. of Staff:	
Address:		No. of Staff Months :	
Start Date (Month / Year)	Completion Date (Month/Year)	Approx. Value of Services: (in current USD) :	
Name of Association Firm(s) if any :		No. of Months of Professional Staff provided by Associated Firm(s)	
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and functions performed:			
Narrative Description of Project:			
Description of Actual Services Provided by your Staff :			

**Signature of Authorized Representative**

(FORM-V)

**CONSULTANT NAME:**

**APPROACH PAPER ON METHODOLOGY**  
**PROPOSED FOR PREPARING THE ASSIGNMENT**

Limitation to 5 pages





**(Form-VI)**

*COMMENTS/SUGGESTIONS OF CONSULTANT*

**On the Terms of Reference:**

- 1.
- 2
- .
- 3
- .
- 4
- .
- 5
- .



(Form-VII)

**Format of Curriculum Vitae (CV) For  
Proposed Key Staff**

1. Proposed Position: \_\_\_\_\_
2. Name of Staff: \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Educational Qualification: (Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees obtained).
6. Membership of Professional Institution and Societies: \_\_\_\_\_
7. Publication: List of details of major technical reports/papers published in recognized journals.

8. **Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience *period of specific assignment must be clearly mentioned*, also give client references, where appropriate).

9. **Summary of the CV**

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate, The information in the summary will have bearing on the evaluation of the CV).

A) Education:

Field of Graduation  
and year Field of  
post-graduation and  
year any other  
specific  
qualification

B) Experience

- i) Total experience: \_\_\_\_\_ Yrs
- ii) Responsibilities held: 1) \_\_\_\_\_ Yrs.  
2) \_\_\_\_\_ Yrs.
- iii) Relevant experience: \_\_\_\_\_ Yrs.

C) Permanent Employment with the Firm (Yes/No):

If yes, how many years :



If no, what is the employment arrangement with the firm? :

10. Details of the current assignment and the time duration for which services are required for \_\_\_\_\_ the \_\_\_\_\_ current assignment.

Certification:

- 1 I am willing to work on the project as indicated in the deployment schedule and as required during the assignment period.
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself my qualification and ray experience.

**Signature of the Candidate** \_\_\_\_\_

Place

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of the Authorized Representative of the firm

Place

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_