

## Section 4: Bidding Forms

This section contains the forms to be completed by the Bidder and submitted as part of its Bid.

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## Letter of Technical Bid

*The Bidder must accomplish the Letter of Technical Bid on its letterhead clearly showing the Bidder's complete name and address.*

Date:

OCB No.:

Invitation for Bid No.:

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) 8.
- (b) We acknowledge that we have read and understand ADB's Anticorruption Policy (1998) and Integrity Principles and Guidelines (2015), both as amended from time to time.
- (c) We offer to design, manufacture, test, deliver, install, pre-commission, and commission in conformity with the Bidding Document the following Plant and Services: *[insert narrative]*
- (d) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of *[insert bid validity period as specified in ITB 20.1 of the BDS]* days starts from the date fixed for the bid submission deadline in accordance with ITB 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (e) Our firm, including any Subcontractors or Manufacturers for any part of the Contract, have or will have nationalities from eligible countries, in accordance with ITB 4.2.
- (f) We, our directors, key officers, key personnel, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the Contract, do not have any conflict of interest in accordance with ITB 4.3.

If there is any conflict of interest, please state details:

- (i) Parties involved in the conflict of interest: \_\_\_\_\_
- (ii) Details about the conflict of interest: \_\_\_\_\_
- (g) We are not participating, as a Bidder, either individually or as partner in a Joint Venture, in more than one bid in this bidding process in accordance with ITB 4.3(e), other than alternative offers submitted in accordance with ITB 13.
- (h) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for

any part of the contract, are not subject to, or not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Asian Development Bank or a debarment imposed by the Asian Development Bank in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the Asian Development Bank and other development banks.<sup>1</sup>

- (i) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract, are not under ongoing investigation and/or sanctions proceedings by the Asian Development Bank or any multilateral development bank.

If under ongoing investigation and/or sanction proceedings by the Asian Development Bank or any multilateral development bank, please state details:

- (i) Name of the multilateral development bank: \_\_\_\_\_  
 (ii) Reason for the ongoing investigation / allegations: \_\_\_\_\_

- (j) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the Contract, are not temporarily suspended, debarred, declared ineligible, or subject to any national and/or international sanctions by any country, any international organization, any multilateral development bank and other donor agency.

If so temporarily suspended, debarred, declared ineligible, or subject to any national and/or international sanctions by any country, any international organization, any multilateral development bank and other donor agency, please state details (as applicable to each Joint Venture partner, their respective direct or indirect shareholders, directors, key officers, key personnel, associate, parent company, affiliate, subsidiaries, Subcontractors, consultants, subconsultants, manufacturers, service providers and/or Suppliers):

- (i) Name of Institution: \_\_\_\_\_  
 (ii) Period of the temporary suspension, debarment, ineligibility, or national or international sanction [*start and end date*]: \_\_\_\_\_  
 (iii) Reason for the temporary suspension, debarment, ineligibility, or national or international sanction: \_\_\_\_\_

- (k) Our firm, Joint Venture partners, associates, parent company affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers Suppliers, key officers directors and key personnel have never been *charged or convicted* with any criminal offense (including felonies but excluding misdemeanors) or infractions and/or violations of ordinance; nor charged or found liable in any civil or administrative proceedings in the last 10 years; or undergoing investigation for such, or subject to any criminal, civil or administrative orders, monitorship or enforcement actions.

<sup>1</sup> These institutions include African Development Bank, European Bank for Reconstruction and Development (EBRD), Inter-American Development Bank (IADB), and the World Bank Group. According to paragraph 9 of the Agreement, other international financial institutions may join upon the consent of all Participating Institutions and signature of a Letter of Adherence by the international financial institution substantially in the form provided (Annex B to the Agreement). Upon adherence, such international financial institution shall become a Participating Institution for purposes of the Agreement. Bidders are advised to check [www.adb.org/integrity](http://www.adb.org/integrity) for updates.

If so charged, convicted/found liable, under ongoing investigation, or subject to orders, monitorship or enforcement actions, please state details:

- (i) Nature of the offense/violation, proceedings, investigation, and/or monitorship or enforcement actions: \_\_\_\_\_
- (ii) Court, area of jurisdiction and/or the enforcement agency: \_\_\_\_\_
- (iii) Resolution [*i.e. dismissed, settled, or convicted; duration of penalty*]: \_\_\_\_\_
- (iv) Other relevant details [*please specify*]: \_\_\_\_\_

- (l) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers, can make and receive electronic fund transfer payments through the international banking system or otherwise discharge the Employer's obligation upon initiation of wire transfer.

If unable to make or receive funds through the international banking system or otherwise discharge the Employer's obligation upon initiation of wire transfer, please state the details:

- (i) Nature of the restriction: \_\_\_\_\_
- (ii) Jurisdiction of the restriction: \_\_\_\_\_
- (iii) Other relevant details: \_\_\_\_\_

- (m) Our firm, Joint Venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers, key officers, directors and key personnel are not from a country which is prohibited to export goods or services to, or receive any payments from the Employer's country and/or are not prohibited to receive payments for particular goods or services by the Employer's country by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.
- (n) We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract.<sup>2</sup>

Name of Recipient	Address	Reason	Amount
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- (o) We understand that it is our obligation to notify the Employer of any changes in connection with the matters described in paragraphs (f), (h), (i), (j), (k), (l), (m) and (n) of this Letter of Technical Bid.
- (p) [We are not a government-owned enterprise] / [We are a government-owned enterprise but meet the requirements of ITB 4.5].<sup>3</sup>
- (q) We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-Securing Declaration in accordance with ITB 4.6.
- (r) At any time following submission of our Bid, we shall permit, and shall cause our Joint Venture partners, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers,

<sup>2</sup> If none has been paid or is to be paid, indicate "None".

<sup>3</sup> Use one of the two options as appropriate.

service providers or Suppliers for any part of the contract to permit ADB or its representative to inspect our sites, assets, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB. We understand that failure of this obligation may constitute obstructive practice that may result in debarment and/or contract termination.

- (s) Regardless of whether the contract will be awarded to us, we shall preserve all accounts, records and other documents related to bid submission for at least 3 years from the date of submission of the bid or the period prescribed in applicable law, whichever is longer.
- (t) If we are awarded the contract, we shall preserve all accounts, records and other documents related to the procurement and execution of the contract for at least 5 years after completing the works contemplated in the relevant contracts or the period prescribed in applicable law, whichever is longer.
- (u) If our Bid is accepted, we commit to mobilizing key equipment and personnel in accordance with the requirements set forth in Section 6 (Employer's Requirements) and our technical proposal, or as otherwise agreed with the Employer.
- (v) We certify on behalf of the Bidder, that the information provided in the bid has been fully reviewed, given in good faith, and to the best of our knowledge is true and complete. We understand that it is our obligation to inform the Employer of any changes to the information as and when it becomes known to us. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time).

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

## Country of Origin Declaration Form

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Item	Description	Country of Origin

Name .....

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date .....



## Attestation Letter

Date:.....

OCB No .....

To: [Insert complete name of the Employer/Purchaser]

We, the undersigned, acknowledge that ADB will not finance activities listed on the prohibited investment activities list, under Appendix 5 of its Safeguard Policy Statement (2009), which includes, among others, production or activities involving forced labor<sup>4</sup> or child labor<sup>5</sup>.

After duly considering the above policy and commitment of ADB, we have conducted due diligence on the works, goods and services, and related materials and products to be used in the Project, and following such due diligence:

(a) we attest and represent that (i) to the best of our knowledge, we are not using (and we have not used, and we will not use) works, goods and services, and related materials and products in the Project, where the production and supply of such products used forced labor or child labor; (ii) we adhere to labor legislation of the Employer's country and require our subcontractors and suppliers for the Project to adhere to the same in the production and supply of works, goods and services, and related materials and products proposed to be used in the Project; and (iii) to the best of our knowledge, the works, goods and services, and related materials and products to be procured and/or supplied by us for the Project do not involve production or activities involving the use of forced labor or child labor;

(b) we attest and represent that our subcontractors, manufacturers and suppliers have confirmed to us separately that to their knowledge, after due enquiry and diligence, the offered works, goods and services, and related materials and products do not involve production or activities involving the use of forced labor or child labor;

(c) we further confirm that should you or ADB require an audit of our records related to the procurement of works, goods and services, and related materials and products used in the Project, we shall promptly make available to you, ADB or your respective designated representatives all relevant documents and records to assist with the audit, and grant access, to the extent practicable, to the sites, facilities, plants, and equipment to an independent auditor retained by you or ADB;

(d) we confirm that if the contract is awarded to us, (i) we shall monitor

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<sup>4</sup> Forced labor means all work or services not voluntarily performed, that is, extracted from individuals under threat of force or penalty.

<sup>5</sup> Child labor means the employment of children whose age is below the host country's statutory minimum age of employment or employment of children in contravention of International Labor Organization Convention No. 138 "Minimum Age Convention" ([www.ilo.org](http://www.ilo.org)).

the works, goods and services, and related materials and products provided by us on an ongoing basis, (ii) require our subcontractors, suppliers or manufacturers to immediately notify to us any incidents of forced labor or child labor, and if new risks or incidents of forced labor or child labor are identified, (iii) we commit to promptly inform you, if we receive information that the representation in (a) is false and of any new risks or incidents of forced labor or child labor in the production or activities for the offered works, goods and services, and related materials and products used in the Project, and to take appropriate steps to remedy them;

(e) we agree that a breach and misrepresentation of (a), (b), (c), or (d) above is a sufficient ground for bid rejection and may give the Employer/Purchaser the right to terminate the contract with us, if our bid is accepted and the contract is awarded to us.

Sincerely,

Name

In the capacity of


Signed

Duly authorized to sign the Bid for and on behalf of

Date .....

## Letter of Price Bid

### **To be submitted in envelope 2**

 The Bidder must accomplish the Letter of Price Bid on its letterhead clearly showing the Bidder's complete name and address.

Date:

OCB No.:

Invitation for Bid No.:

To: *[insert complete name of the Employer]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 8.
- (b) We acknowledge that we have read and understand ADB's Anticorruption Policy (1998) and Integrity Principles and Guidelines (2015), both as amended from time to time.
- (c) We offer to design, manufacture, test, deliver, install, pre-commission, and commission in conformity with the Bidding Document the following Plant and Services: *[insert narrative]*
- (d) The total price of our Bid, excluding any discounts offered in item (d) below is the sum of

*[amount of foreign currency in words], [amount in figures], and [amount of local currency in words], [amount in figures]*

*The total bid price from the Grand Summary (Schedule No. 5) should be entered by the Bidder inside this box. Absence of the total bid price in the Letter of Price Bid may result in the rejection of the bid.*

- (e) The discounts offered and the methodology for their application are as follows: *[insert discounts and methodology for their application if any]*
- (f) Our Bid shall be valid for a period of *[insert bid validity period as specified in ITB 20.1 of the BDS]* days starts from the date fixed for the submission deadline in accordance with ITB 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (g) If our Bid is accepted, we commit to obtain a performance security in accordance with the Bidding Document.

- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award through the issuance of Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (j) At any time following submission of our Bid, we shall permit, and shall cause our Joint Venture partners, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract to permit ADB or its representative to inspect our sites, assets, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB. We understand that failure of this obligation may constitute obstructive practice that may result in debarment and/or contract termination.
- (k) Regardless of whether the contract will be awarded to us, we shall preserve all accounts, records and other documents related to bid submission for at least 3 years from the date of submission of the bid or the period prescribed in applicable law, whichever is longer.
- (l) If we are awarded the contract, we shall preserve all accounts, records and other documents related to the procurement and execution of the contract for at least 5 years after the completing the works contemplated in the relevant contracts or the period prescribed in applicable law, whichever is longer.
- (m) We confirm and stand by our commitments and other declarations made in connection with the submission of our Letter of Technical Bid.
- (n) We certify on behalf of the Bidder, that the information provided in the bid has been fully reviewed, given in good faith, and to the best of our knowledge is true and complete. We understand that it is our obligation to inform the Employer of any changes to the information as and when it becomes known to us. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded; and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time).

Name

In the capacity of

Signed

Duly authorized to sign the Bid for and on behalf of

Date

## Price Schedules

## ***To be submitted in envelope 2***

### **PREAMBLE**

#### **General**

1. The Price Schedules are divided into separate Schedules as follows:
  - Schedule No. 1: Plant and Mandatory Spare Parts Supplied from Abroad
  - Schedule No. 2: Plant and Mandatory Spare Parts Supplied from within the Employer's Country
  - Schedule No. 3: Design Services
  - Schedule No. 4: Installation and Other Services
  - Schedule No. 5: Grand Summary
  - Schedule No. 6: Recommended Spare Parts
2. The Schedules do not generally give a full description of the plant to be supplied and the services to be performed under each item. Bidders shall be deemed to have read the Employer's Requirements and other sections of the Bidding Document and reviewed the Drawings to ascertain the full scope of the requirements included in each item prior to filling in the rates and prices. The entered rates and prices shall be deemed to cover the full scope as aforesaid, including overheads and profit.
3. If Bidders are unclear or uncertain as to the scope of any item, they shall seek clarification in accordance with ITB 7 prior to submitting their bid.

#### **Pricing**

4. The units and rates in figures entered into the Price Schedules should be typewritten or if written by hand, must be in print form. Price Schedules not presented accordingly may be considered nonresponsive. Any alterations necessary due to errors, etc., shall be initialed by the Bidder.  
As specified in the Bid Data Sheet and Special Conditions of Contract, prices shall be fixed and firm for the duration of the Contract, or prices shall be subject to adjustment in accordance with the corresponding Appendix (Price Adjustment) to the Contract Agreement.
5. Bid prices shall be quoted in the manner indicated and in the currencies specified in the Instructions to Bidders in the Bidding Document.  
For each item, Bidders shall complete each appropriate column in the respective Schedules, giving the price breakdown as indicated in the Schedules.  
Prices given in the Schedules against each item shall be for the scope covered by that item as detailed in Section 6 (Employer's Requirements) or elsewhere in the Bidding Document.
6. Payments will be made to the Contractor in the currency or currencies indicated under each respective item.
7. When requested by the Employer for the purposes of making payments or part payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require,

the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules.

**Schedules of Rates and Prices**  
***To be submitted in envelope 2***

**Schedule No. 1: Plant and Mandatory Spare Parts Supplied from Abroad**

Item	Description	Country of Origin	Quantity	Unit Price <sup>a</sup>		Total Price <sup>a</sup>	Taxes and Duties
				Foreign Currency	CIP	Foreign Currency	Local Currency
1	2	3	4	5	6	7 = 4 x 6	8
1.	Henderson Solar Farm						
1.A	Solar Mounting Structures						
1.B	Solar PV modules (1MWp)						
1.C	Solar PV inverters						
1.D	Transformer and MV switchgear						
1.E	Controller						
1.F	AC Isolators						
1.G	AC Combiner box						
1.H	Cables (DC and AC) and other equipment						
1.I	Protection Relays and accessories						
2.	Honiara Substation BESS						
2.A	Structures and platforms						
2.B	Battery modules						
2.C	BESS inverters						
2.D	Transformer and MV switchgear						
2.E	Controller						
2.F	Cables and other equipment						
2.G	Energy management system						
2.H	Protection Relays and accessories						



3.	Honiara East Substation BESS						
3.A	Structures and platforms						
3.B	Battery modules						
3.C	BESS inverters						
3.D	Transformer and MV switchgear						
3.E	Controller						
3.F	Cables and other equipment						
3.G	Energy management system						
3.H	Protection Relays and accessories						
4.	Ambu Solar Hybrid						
4.A	Solar Mounting Structures						
4.B	Solar PV modules (1.5MWp)						
4.C	Solar PV inverters						
4.D	BESS structures and platforms						
4.E	Battery modules						
4.F	BESS inverters						
4.G	Transformer and MV switchgear						
4.H	Controller						
4.I	AC Isolators						
4.J	Energy management system						
4.K	Overhead distribution equipment						

4.L	AC combiner box						
4.M	Cables (DC and AC) and other equipment						
4.N	Protection Relays and accessories						
5.	Solar PV Schools (Guadalcanal)						
5.A	Solar PV Modules						
5.B	Mounting Structures						
5.C	Battery system						
5.D	LV switchboard						
5.E	Controller						
5.F	Cables, fixtures, fittings, and other equipment						
6	Solar PV Schools (Malaita)						
6.A	Solar PV Modules						
6.B	Mounting Structures						
6.C	Battery system						
6.D	LV switchboard						
6.E	Controller						
6.F	Cables, fixtures, fittings, and other equipment						
7.	Mandatory spares						
8.	Solar PV modules		80				
9.	String inverters		4				
10.	Controller (including components, terminations, etc.)		1				

11.	Consumables (fuses, filters, etc.) sufficient for the required period of mandatory spares.						
12.	Spare LV breakers		2				
13.	Other items (contractor to add below)						
TOTAL Column 7 to be carried forward to Schedule No. 5: Grand Summary							

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

<sup>a</sup> Specify currencies in accordance with ITB 19.1 of the BDS. Create additional columns for foreign currencies if so required.

**Schedule No. 2: Plant and Mandatory Spare Parts Supplied from Within the Employer's Country**

Item	Description	Country of Origin	Quantity	Unit Price <sup>a</sup>		Total Price <sup>a</sup>	Taxes and Duties
				Foreign Currency	CIP	Foreign Currency	Local Currency
1	2	3	4	5	6	7 = 4 x 6	8
1.	Henderson Solar Farm						
1.A	Solar Mounting Structures						
1.B	Solar PV modules (1MWp)						
1.C	Solar PV inverters						
1.D	Transformer and MV switchgear						
1.E	Controller						
1.F	AC Isolators						
1.G	AC Combiner box						
1.H	Cables (DC and AC) and other equipment						
1.I	Protection Relays and accessories						
2.	Honiara Substation BESS						
2.A	Structures and platforms						
2.B	Battery modules						
2.C	BESS inverters						
2.D	Transformer and MV switchgear						
2.E	Controller						
2.F	Cables and other equipment						
2.G	Energy management system						
2.H	Protection Relays and accessories						

3.	Honiara East Substation BESS						
3.A	Structures and platforms						
3.B	Battery modules						
3.C	BESS inverters						
3.D	Transformer and MV switchgear						
3.E	Controller						
3.F	Cables and other equipment						
3.G	Energy management system						
3.H	Protection Relays and accessories						
4.	Ambu Solar Hybrid						
4.A	Solar Mounting Structures						
4.B	Solar PV modules (1.5MWp)						
4.C	Solar PV inverters						
4.D	BESS structures and platforms						
4.E	Battery modules						
4.F	BESS inverters						
4.G	Transformer and MV switchgear						
4.H	Controller						
4.I	AC Isolators						
4.J	Energy management system						
4.K	Overhead distribution equipment						

4.L	AC combiner box						
4.M	Cables (DC and AC) and other equipment						
4.N	Protection Relays and accessories						
5.	Solar PV Schools (Guadalcanal)						
5.A	Solar PV Modules						
5.B	Mounting Structures						
5.C	Battery system						
5.D	LV switchboard						
5.E	Controller						
5.F	Cables, fixtures, fittings, and other equipment						
6	Solar PV Schools (Malaita)						
6.A	Solar PV Modules						
6.B	Mounting Structures						
6.C	Battery system						
6.D	LV switchboard						
6.E	Controller						
6.F	Cables, fixtures, fittings, and other equipment						
7.	Mandatory spares						
8.	Solar PV modules		80				
9.	String inverters		4				
10.	Controller (including components, terminations, etc.)		1				

11.	Consumables (fuses, filters, etc.) sufficient for the required period of mandatory spares.						
12.	Spare LV breakers		2				
13.	Other items (contractor to add below)						
<b>TOTAL Column 7 to be carried forward to Schedule No. 5: Grand Summary</b>							

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

<sup>a</sup> Specify currency in accordance with ITB 19.1 of the BDS.

<sup>b</sup> Column 5 EXW Price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item or the customs duties and sales and other taxes already paid on previously imported items.



**Schedule No. 3: Design Services**

Item	Description	Quantity	Unit Price <sup>a</sup>		Total Price <sup>a</sup>	
			Local Currency Portion	Foreign Currency Portion	Local Currency Portion	Foreign Currency Portion
1	2	3	4	5	6 = 3 x 4	7 = 3 x 5
1.	Henderson Solar Farm					
1.A	Design system in accordance with Employer Requirements (includes any soil or geotechnical testing, systems studies and modelling)					
1.B	Development of inspection and test plan, including pre-commissioning and functional guarantee testing					
1.C	Control systems design for whole plant operation					
1.D	Conduct a Protection Study and its impact to the Diesel Plant					
2	Honiara Substation BESS					
2.A	Design system in accordance with Employer Requirements (includes any soil or					

	geotechnical testing, systems studies and modelling)					
2.B	Development of inspection and test plan, including pre-commissioning and functional guarantee testing					
2.C	Control systems design for whole plant operation					
2.D	Conduct a Protection Study and its impact to the Power Station					
3	Honiara East Substation BESS					
3.A	Design system in accordance with Employer Requirements (includes any soil or geotechnical testing, systems studies and modelling)					
3.B	Development of inspection and test plan, including pre-commissioning and functional guarantee testing					
3.C	Control systems design for					

	whole plant operation					
3.D	Conduct a Protection Study and its impact to the Power Station					
4	Ambu Solar Hybrid					
4.A	Design system in accordance with Employer Requirements (includes any soil or geotechnical testing, systems studies and modelling)					
4.B	Development of inspection and test plan, including pre-commissioning and functional guarantee testing					
4.C	Control systems design for whole plant operation					
4.D	Conduct a Protection Study and its impact to the Power Station					
5	Solar PV School (Guadalcanal)					
5.A	System design and compliance testing plans					
5.B	Conduct a Protection					

	Study and its impact to the Power Station					
6	Solar PV School (Malaita)					
6.A	System design and compliance testing plans					
6.B	Conduct a Protection Study and its impact to the Power Station					
<b>TOTAL Columns 6 and 7 to be carried forward to Schedule No. 5: Grand Summary</b>						

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

<sup>a</sup> Specify currency in accordance with ITB 19.1 of the BDS.

**Schedule No. 4 - Installation and Other Services**

Item	Description	Quantity	Unit Price <sup>a</sup>			Total Price <sup>a</sup>	
			Local Currency Portion	Foreign Currency Portion		Local Currency Portion	Foreign Currency Portion
1	2	3	4	5		6 = 3 x 4	7 = 3 x 5
1.	Henderson Solar Farm						
1.A	Land clearing and site preparation						
1.B	Civil works						
1.C	Structural installation						
1.D	Electrical installation						
1.E	Test and commissioning						
1.F	O&M Capacity Training and Knowledge Transfer Program						
1.G	Environment compliance, monitoring and reporting						
1.H	Social and gender safeguards compliance, monitoring and reporting						
1.I	Provision of all documentation as set out in Section 9, Appendix 7						
1.J	UXO survey and Site clearance						
1.K	Protection system installation and/or reconfiguration						

2.	Honiara Substation BESS						
2.A	Land clearing and site preparation						
2.B	Civil works						
2.C	Structural installation						
2.D	Electrical installation						
2.E	Test and commissioning						
2.F	O&M Capacity Training and Knowledge Transfer Program						
2.G	Environment compliance, monitoring and reporting						
2.H	Social and gender safeguards compliance, monitoring and reporting						
2.I	Provision of all documentation as set out in Section 9, Appendix 7						
2.J	UXO survey and Site clearance						
2.K	Protection system installation and/or reconfiguration						
3.	Honiara East Substation BESS						
3.A	Land clearing and site preparation						
3.B	Civil works						

3.C	Structural installation						
3.D	Electrical installation						
3.E	Test and commissioning						
3.F	O&M Capacity Training and Knowledge Transfer Program						
3.G	Environment compliance, monitoring and reporting						
3.H	Social and gender safeguards compliance, monitoring and reporting						
3.I	Provision of all documentation as set out in Section 9, Appendix 7						
3.J	Protection system installation and/or reconfiguration						
4.	Ambu Solar Hybrid						
4.A	Land clearing and site preparation						
4.B	Civil works						
4.C	Structural installation						
4.D	Electrical installation						
4.E	Overhead distribution line connection						

4.F	Test and commissioning						
4.G	O&M Capacity Training and Knowledge Transfer Program						
4.H	Environment compliance, monitoring and reporting						
4.I	Social and gender safeguards compliance, monitoring and reporting						
4.J	Provision of all documentation as set out in Section 9, Appendix 7						
4.K	UXO survey and Site clearance						
4.L	Protection system installation and/or reconfiguration						
5.	Solar PV Schools (Guadalcanal)						
5.A	Installation						
5.B	O&M Capacity Training and Knowledge Transfer Program						
5.C	Environment compliance, monitoring and reporting						
5.D	Social and gender safeguards compliance, monitoring and reporting						



5.E	Provision of all documentation as set out in Section 9, Appendix 7						
6.	Solar PV Schools (Malaita)						
6.A	Installation						
6.B	O&M Capacity Training and Knowledge Transfer Program						
6.C	Environment compliance, monitoring and reporting						
6.D	Social and gender safeguards compliance, including compliance with requirements on prevention and mitigation risks and response to SEAH, monitoring and reporting						
6.E	Provision of all documentation as set out in Section 9, Appendix 7						
7	SEAH, STI./STD and HIV/AIDS alleviation program <sup>b</sup>						
TOTAL Columns 6 and 7 to be carried forward to Schedule No. 5: Grand Summary							

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Name of Bidder

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Signature of Bidder

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<sup>a</sup> *Specify currency in accordance with ITB 19.1 of the BDS.*

<sup>b</sup> *As described in SCC 22.2.7.*

**Schedule No. 5: Grand Summary**

Schedule No.	Title	Total Price <sup>a</sup>	
		Foreign	Local
1	Plant and Mandatory Spare Parts Supplied from Abroad <sup>b</sup>		
2	Plant and Mandatory Spare Parts Supplied from Within the Employer's Country <sup>b</sup>		
3	Design Services		
4	Installation and Other Services		
<b>Grand Total to be carried forward to Letter of Price Bid</b>			

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

<sup>a</sup> Specify currency in accordance with ITB 19.1 of the BDS. Create additional columns for foreign currencies if so required.

<sup>b</sup> Taxes and/or duties from Schedules 1 and 2 may be added to the contract price in accordance with GCC 14 (Taxes and Duties) but excluded from bid evaluation in accordance with ITB 39.2.



**Schedule No. 6: Recommended Spare Parts**

Item	Description	Quantity	Unit Price <sup>a</sup>		Total Price <sup>a</sup>	
			EXW Local Parts Local Currency	CIP Imported Parts Foreign Currency	Local Currency Portion	Foreign Currency Portion
1	2	3	4	5	6 = 3 x 4	7 = 3 x 5
1.	Henderson Solar Farm					
2.	Honiara Substation BESS					
3.	Honiara East Substation BESS					
4.	Ambu Solar Hybrid					
5.	Solar PV Schools (Guadalcanal)					
6.	Solar PV Schools (Malaita)					
<b>TOTAL (Not to be carried forward to the Grand Total)</b>						

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

<sup>a</sup> *Specify currency in accordance with ITB 19.1 of the BDS.*

## Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a bid for an alternative]*

To: *[insert complete name of employer]*

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 Borrower for the period of time of [. . . *insert number of years as indicated in ITB 21.2 of the BDS* . . .] starting on the date that we receive a notification from the Employer, if we are in breach of our obligation(s) under the bid conditions, because we

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) do not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of our Bid by the Employer 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, in accordance with the ITB.

We understand that 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) 28 days after the expiration of our Bid.

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 bid.*

## Technical Proposal

<b>Requirement</b>	<b>Form</b>	<b>Check</b>
Site Organization	<b>TECH-1</b>	
Method Statement	<b>TECH-2</b>	
Design Schedule	<b>TECH-3</b>	
Mobilization Schedule	<b>TECH-4</b>	
Construction Schedule	<b>TECH-5</b>	
Plant	<b>TECH-6</b>	
Environmental, Health and Safety Management Plan	<b>EHS-1</b>	
Environmental, Health and Safety Code of Conduct	<b>EHS-2</b>	
Personnel	<b>PER-1</b>	
Equipment	<b>EQU-1</b>	
Proposed Subcontractors for Major Items of Plant and Services	<b>SUB-1</b>	
Manufacturer's Authorization	<b>MAN-1</b>	
Affiliate Company Guarantee	<b>ACG-1</b>	
Time Schedule	<b>N/A</b>	
Functional Guarantee of the Proposed Facilities	<b>FUNC</b>	



## Site Organization

### Form TECH- 1: Site Organization

Bidders should provide the details of their proposed site organization, which must address Section 6, organization chart of the Bidder showing reporting lines of the key personnel, communication lines between site and home offices, and the following points. The format and structure of this form is not specified.

Please provide a high-level description on a stage-by-stage basis, aligned with the mobilization and construction schedule, of the proposed site organization, including movement of construction teams between sites, site security and safety, and any temporary facilities or buildings. Please include sketches of site organization where necessary.

In particular, site organization should highlight capacity for:

- Sensitivity to the needs and impact on the local island community
- Delivery of equipment, and its storage and security on site
- Safe access and egress for emergencies
- Staging of multiple sub-projects, with different site requirements

## Method Statement

### Form TECH- 2: Method Statement

Bidders should provide the details of their proposed method for carrying out the contract, including any constraints and restrictions that may apply in completing these activities and shall outline the initiatives it will introduce to manage them. It shall be based on section 6 and must also address the following points. The format and structure of this form is not specified.

Provide a method statement for each of the following:

- Overall project logistics (Shipping, transportation, delivery, storage and safety), demonstrating how the various sub-projects will be staged and coordinated,
- Carrying out the required design services,
- Site investigation and survey of the Site and preparation of the land, including ground clearing, UXO survey and Site clearances for Henderson Solar Farm, Honiara Substation BESS, and Ambus Solar Hybrid etc.,
- Material sourcing /procurement and quality control process,
- Carrying out inspection and test for the project. Please include a high level plan and examples of test plans for battery and solar PV. Demonstrate appropriate test processes for customer equipment in accordance with specified regulations,
- Location and management of utilities (telecommunications, power, water, waste, etc.),
- Compliance with the requirements of the Due Diligence Report, Resettlement Plan, Environment and Social Safeguards Plans, Environmental Management Plan and Gender Action Plan, including requirement on prevention and mitigation risks and response to SEAH, if relevant,
- Installation works. Include explanation of accommodation and provisions for any non-local workers considering limitations of local facilities and services,
- Capacity building and training, including details of proposed involvement of relevant local personnel in the planning, design, and construction of the plant and,
  - Include a statement acknowledging the needs of training unskilled staff at standalone installations in electrical safety and basic maintenance requirements, including provision of training materials.
  - Include a statement committing to the importance of comprehensive support to the Employer to operate and maintain battery and solar systems in accordance with the Employer Requirements
- Evidence that recycling facilities are available for the Employer to recycle battery modules at the end of life.



## Design Schedule

### Form TECH- 3: Design Schedule

Bidders should provide the details of the design schedule, including 30%, 80% and 100% design submission milestones in the form of a Gantt Chart.

## Mobilization Schedule

### Form TECH- 4: Mobilization Schedule

Bidders should provide the details of their proposed mobilization schedule of resources, materials, plant and equipment for all significant activities of the project in the form of a Gantt Chart. This shall include the following milestones for each sub-project:

- Commencement and completion of land preparation
- Shipment of major equipment
- Mobilisation of Contractor's team to site

While proposing the schedule due account of the rainy season, logistics, shipping and transportation environmental constraints should be considered.

## Construction Schedule

### Form TECH- 5: Construction Schedule

Bidders should provide the details of their proposed construction schedule in the form of a Gantt Chart. This shall include the following milestones for each sub-project but not limited to:

- (a) Mobilization
- (b) Survey & data collection (including UXO survey and site clearance for Henderson Solar Farm, Honiara Substation BESS, and Ambu Solar Hybrid )
- (c) Detail design
- (d) Approvals
- (e) Manufacturing
- (f) Factory Acceptance Tests
- (g) Transport/delivery/logistics/shipping
- (h) Outage times during interconnection, commissioning, and testing.
- (i) Civil works
- (j) Installation & erection
- (k) Pre-commissioning activities/tests
- (l) Commissioning activities/tests
- (m) Performance and guarantee Tests
- (n) Hand over

The construction schedule will demonstrate how the Contractor will achieve the Time for Completion of the complete Facilities and for each part of the Facilities for which a separate Time for Completion has been specified (refer EQC- Section 3, sub-section 1.3.2 (Time Schedule)).

## Plant

### Form TECH- 6: Plant

Bidders should provide the details of their proposed Plant, which must address the following points. Page numbers are indicative only.

1. A plain English summary of the components, operation, and expected performance of the system (5 pages)
2. Summary of the proposed type, quantity and specifications of major components on a sub-project basis (**Please complete Section 4 Bid Forms\_Summary system specifications in the form provided**).
3. For each Appendix of Section 6, Employer Requirements, attach a statement listing any areas of minor non-conformity<sup>6</sup> (or state that the bidder's offer is fully conforming). Only minor non-conformities identified at this stage may be considered as exceptions to the Employer Requirements in the contract, should the bidder be successful.
4. All Original Equipment Manufacturer (OEM) warranty terms, conditions and warranted levels.
5. Formula or tables for determining guaranteed energy storage capacity at end of the end of service life, without replacing modules.
6. Specifications (full data sheets and certifications) of major components. Major components include solar modules, inverters and framing, battery racks and inverter/PCS, transformers, switchgear. Employer may request data sheets of other equipment during evaluation.
7. Statement demonstrating the compatibility of all plant and equipment within an installation
8. Summary of the data and reporting capabilities of the proposed technical solution, and the HMI offered.
9. One line electrical and communications / control diagrams of the proposed system for each sub-project.
10. Dimensioned drawings (plan view) of the proposed physical layout of each site.
11. List of spares included in the offer (i.e. included within the Schedule No. 1 of the pricing schedules), as required to meet the mandatory spare parts period (refer to Section 2 – Bid Data Sheet). Please note that this is not related to the 'recommended spare parts' list.
12. A table or tables showing how each BESS Energy Storage varies with discharge / charge power and number of cycles. The format should be similar to that shown below (but may be in manufacturer standard format). Any exceptions should be documented (for instance if there are significant differences due to charging vs discharging profiles):

Discharge and charge power (kW)	Energy Storage (MWh)		
	xx throughput	yy throughput	...

<sup>6</sup> The bid evaluation process applies a stringent process to deviations from the Employer Requirements. It is in the interest of bidders to minimise any deviations.

50			
100			
150			
200			
250			

13. Comprehensive description of the grid-forming capability of the BESS. This should include a control diagram, a statement that the BESS inverters can operate in voltage source mode without synchronous generation, and high resolution test data / test report demonstrating this functionality including step load acceptance /rejection when operating in grid-forming mode.



## **Environmental, Health and Safety Management Plan (EHSMP), and the Sexual Exploitation, Abuse and Harassment (SEAH) Management Plan**

### **Form EHS-1**

The Bidder shall submit an outline Environmental, Health and Safety Management Plan (EHSMP), and the Sexual Exploitation, Abuse and Harassment (SEAH) Management Plan commensurate with the risks and impacts of the proposed works and activities. These strategies and plans shall describe in detail the actions, materials, equipment, management processes, etc. that will be implemented by the Contractor, and its subcontractors. In particular, the EHSMP must provide a strategy to deal with UXO's presence at the site and mitigate the associated risks.

In developing these strategies and plans, the Bidder shall have regard to the EHS provisions of the contract and EHS risks including those as may be more fully described in Section 6 (Employer's Requirements).

#### **- SEAH Risk Management Plan Requirements**

*The Bidder shall submit a SEAH Risk Management Plan that addresses risks to workers and community members, particularly women and children. The Plan must include the following minimum requirements, with the timeline and responsible staff:*

1. **Code of Conduct**  
*The Bidder shall establish and enforce a Code of Conduct prohibiting SEAH-related behaviors, with clear consequences for violations. All personnel must sign the Code of Conduct as part of the employment contract.*
2. **Training**  
*The Bidder shall ensure all personnel receive induction and refresher training on SEAH risks, behaviors, and reporting procedures.*
3. **SEAH reporting in Grievance Mechanism**  
*The Bidder shall implement a confidential grievance mechanism with multiple reporting channels for SEAH-related complaints. This system must ensure survivor-centered handling, with clear SOPs for investigation functions and referrals to appropriate services for survivors.*
4. **Promotion of Reporting**  
*The Bidder shall take actions to raise awareness of the SEAH reporting mechanisms among staff and community members, ensuring accessibility and clarity. This includes designing workplaces with visible signage displaying reporting channels and making reporting options easily accessible to all personnel and community members.*
5. **Monitoring and Reporting**  
*The Bidder shall implement systems to monitor SEAH risks and actions taken, including regular audits of training, grievances, and incident reports.*
6. **Subcontractor Responsibilities**  
*The Bidder shall ensure that all subcontractors and their personnel adhere to the same SEAH management requirements, including signing the Code of Conduct, completing training, and implementing grievance mechanisms.*
7. **Legal Compliance**  
*The Bidder and subcontractors must comply with applicable local laws and international standards related to SEAH and the protection of vulnerable populations, including women and children.*
8. **Accountability**  
*The Bidder shall provide regular reports on the implementation of the SEAH Risk Management Plan, including monitoring and incident handling.*

The Contractor shall take all appropriate measures to prevent sexual exploitation, abuse and harassment of anyone by the Contractor or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, any sexual activity with any person

less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such a person.

In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person.

The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall employer to terminate or suspend the Contract upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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### **Environmental, Health and Safety Management Plan and Sexual Exploitation, Abuse and**

## Harassment (SEAH) Management Plan

### Environmental, Health and Safety, and Sexual Exploitation, Abuse and Harassment (SEAH) Code of Conduct for Contractor's Personnel Form

#### Note to Bidder

*The minimum content of the EHS Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.*

*The Bidder shall initial and submit the EHS Code of Conduct form as part of its bid.*

### ENVIRONMENTAL, HEALTH AND SAFETY, and SEXUAL EXPLOITATION, ABUSE and HARASSMENT (SEAH) CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

#### FORM EHS-2

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental, health and safety (EHS), along with the Sexual Exploitation, Abuse and Harassment (SEAH) risks related to the Works.

This EHS and SEAH Code of Conduct is part of our measures to deal with environmental, health and safety risks related to the Works. It applies to all our staff, labourers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as "Contractor's Personnel" and are subject to this EHS and SEAH Code of Conduct.

This EHS and SEAH Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

"SEAH" means Sexual Exploitation, Abuse and Harassment

- "Sexual Exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including profiting monetarily, socially, or politically from the sexual exploitation of another.
- "Sexual Abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or unequal or coercive conditions
- "Sexual Harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment.

#### REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;

2. comply with this EHS and SEAH Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
  - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
  - b. wearing required personal protective equipment;
  - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
  - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. report violations of this EHS Code of Conduct; and
7. not retaliate against any person who reports violations of this EHS and SEAH Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.
7. Read thoroughly, promote, and raise awareness of all SEAH-related requirements and this Code of Conduct;
8. Ensure they have received the relevant induction and refreshing training as and when required.
9. Ensure they are aware of reporting mechanisms available to them and report any issues or causes for concern where they know or suspect that another contractor personnel has breached this Code of Conduct
11. Maintain confidentiality regarding concerns and report concerns using the reporting mechanisms provided only (e.g., not disclose their concerns beyond that reporting mechanism).
12. Report work situations that they believe may violate this EHS and SEAH Code of Conduct using the reporting mechanism provided.

**Contractor's Personnel shall not:**

1. Engage in sexual exploitation, which means any actual or attempted abuse of position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another;
2. Engage in rape, which means physically forced or otherwise coerced penetration. The attempt to do so is known as attempted rape. Rape may be perpetrated by two or more perpetrators;
3. Engage in sexual Assault, which means any form of non-consensual sexual contact that does not result in or include penetration. Examples include attempted rape, as well as unwanted kissing, fondling, or touching;
4. Engage in any sexual activity with children. Mistaken belief regarding the age of a child is not a defense;
5. Engage in any sexual activity with anyone who is unable to provide informed consent;
6. Exchange money, employment, goods, or services for sex, including sexual favors or other forms of exploitative behavior;
7. Engage in any other form of sexual exploitation or abuse;
8. Engage in sexual harassment of any form, including but not limited to actions such as sexually suggestive gestures, comments on a worker's appearance, age or private life, sexual comments, stories and jokes, unwanted sexual advances or revealing or discussing a person's sexual orientation or gender-identity without their express permission;
9. Openly display pictures, posters, graffiti, written materials, emails, or digital media which might be offensive to some including sexually explicit or suggestive materials;
10. Place phone calls or send messages on voicemails or electronic mail or computer networks which are demeaning, threatening, abusive, humiliating, or offensive to staff;
11. Engage in any form of sexual relationship with a person that they line manage or supervise;

12. Neglect or choose not to declare, in the soonest time, romantic and/or sexual relationships with other staff to respective line manager, even if the relationship is at an early stage and may not continue;
13. Use offensive, derogatory language or intimidating actions or behaviors;
14. Insult or use threatening gestures, language (overt or implied);
15. Be physically or emotionally abusive in any way;
16. Persistently follow or stalk within the workplace, or to and from work, or in other places even outside of working hours;
17. Retaliate against any person who reports violations of this Code of Conduct.

**If working with children present, Contractor's Personnel shall:**

1. Not work alone with children and plan their work so that at least two adults are present at any time;
  2. Behave appropriately; make sure that language is moderated in their presence and refrain from adult jokes or comments that may cause discomfort or offense;
  4. Avoid inappropriate physical contact with a child.
- Be sensitive to local norms and standards of behavior towards children. Where local norms and standards of behavior contravene this code of conduct the contractor's policies and standards take precedence;
5. Never act in a way that may be abusive or may place child at risk of abuse;
  6. Not expose children to materials with sexual content;
  7. Not condone, nor participate in, behavior against a child that is illegal, unsafe, abusive;
  8. Never hit or otherwise physically assault, harm or abuse them;
  9. Not develop physical/sexual relationships with a child;
  10. Never verbally or physically act in a manner that is inappropriate or sexually provocative;
  11. Not develop relationships with them that could in any way be deemed exploitative or abusive;
  12. Not use language, make suggestions, or offer advice that is inappropriate, offensive, or abusive;
  13. Never act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favor particular children to the exclusion of others;
  14. Never allow allegations made by a child or concerns expressed by others about their welfare, to go unrecorded or not acted upon;
  15. Not have a child stay overnight at your home or other personal accommodation in which you are staying;
  16. Never use computer or other electronic device to view, download, distribute or create indecent or inappropriate images of children or adults at risk;
  17. Never engage in any commercially exploitative activities with children including child labor or trafficking;

**Additionally, Contractor must always:**

1. Create a safe environment where staff and others feel able to raise concerns without fear of retribution;
2. Ensure that if a member of their team has reported a breach of Code of Conduct, that this is raised with the formal reporting mechanism within 24 hours;
3. Ensure all staff members that they manage are trained on the Code of Conduct and procedures within 2 weeks of starting employment;
4. Ensure that staff are aware of referral services for health, legal and psychosocial support to provide to anyone disclosing;

## **RAISING CONCERNS**

If any person observes behavior that he/she believes may represent a violation of this EHS and SEAH Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done by call [ ] to reach the Contractor's hotline (if any) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

No retaliation will be taken against anyone who reports a violation of this EHS and SEAH Code of Conduct to multiple reporting channels, or who uses the Grievance Redress Mechanism for Contractors' Personnel or the Grievance Redress Mechanism for the project.

**CONSEQUENCES OF VIOLATING THE ENVIRONMENTAL, HEALTH AND SAFETY AND SEXUAL EXPLOITATION, ABUSE AND HARASSMENT CODE OF CONDUCT**

Any violation of this EHS and SEAH Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination of the employment contract and possible referral to legal authorities.

**FOR CONTRACTOR'S PERSONNEL:**

I have received a copy of this EHS and SEAH Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this EHS Code of Conduct, I can contact [enter name of Contractor's contact person(s) with relevant experience]] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Contractor:

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

## Personnel

### Form PER – 1: Proposed Personnel

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

1.	Title of position
	Name
2.	Title of position
	Name
3.	Title of position
	Name
4.	Title of position
	Name
etc.	Title of position
	Name

*All titles of positions will be as listed in Section 6 (Employer's Requirements).*

**Form PER – 2: Resume of Proposed Personnel**

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

<b>Position</b>		
<b>Personnel information</b>	<b>Full Legal Name</b>	<b>Date of Birth</b>
	<b>Known as</b>	<b>Place of Birth</b>
	<b>Nationality</b>	<b>Citizenship</b>
	<b>Type of government ID</b>	<b>ID number</b>
	<b>Attach a copy of ID to this form</b>	
	<b>Professional qualifications</b>	
<b>Present employment</b>	<b>Name of employer</b>	
	<b>Address of employer</b>	
	<b>Telephone</b>	<b>Contact (manager/personnel officer)</b>
	<b>Fax</b>	<b>E-mail</b>
	<b>Job title</b>	<b>Years with present employer</b>

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



## Equipment

### Form EQU: Equipment

The Bidder shall provide adequate information and details to demonstrate clearly that it has the capability to meet the equipment requirements indicated in Section 6 (Employer's Requirements), using the Forms below. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

<b>Item of Equipment</b>		
<b>Equipment Information</b>	<b>Name of manufacturer</b>	<b>Model and power rating</b>
	<b>Capacity</b>	<b>Year of manufacture</b>
<b>Current Status</b>	<b>Current location</b>	
	<b>Details of current commitments</b>	
<b>Source</b>	<b>Indicate source of the equipment</b>	
	<input type="radio"/> Owned <input type="radio"/> Rented <input type="radio"/> Leased <span style="float: right;"><input type="radio"/> Specially manufactured</span>	

Omit the following information for equipment owned by the Bidder.

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


**Proposed Subcontractors and/or Manufacturers for Major Items of Plant and Services****Form SUB-1**

The following Subcontractors and/or Manufacturers are proposed for carrying out the item of the facilities indicated based on Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria). Bidders are free to propose more than one for each item.

<b>Major Items of Plant and Services</b>	<b>Proposed Subcontractors or Manufacturers</b>	<b>Nationality</b>

## Manufacturer's Authorization

### FORM MAN-1

Date: *[insert date (as day, month and year) of bid submission]*

OCB No.: *[insert number of bidding process]*

To: *[insert complete name of the Employer]*

### WHEREAS

We *[insert complete name of the manufacturer or manufacturer's authorized agent]*, who are official manufacturers or agent authorized by the Manufacturer of *[insert type of goods manufactured]*, having factories at *[insert full address of manufacturer's factories]*, do hereby authorize *[insert complete name of the Bidder]* to submit a bid the purpose of which is to provide the following goods, manufactured by us *[insert name and/or brief description of the goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of *[insert complete name of the manufacturer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**[Redacted Signature]**

*The bidder shall require the manufacturer to fill out this form in accordance with the instructions indicated. This letter of authorization should be signed by a person with the proper authority to sign documents that are binding on the manufacturer. The bidder shall include it in its bid, if so indicated in the BDS.*

## Affiliate Company Guarantee

### FORM ACG-1

Name of Contract/Contract No.: \_\_\_\_\_

Name and address of Employer: \_\_\_\_\_

\_\_\_\_\_ [together with successors and assigns].

We have been informed that [name of Contractor] (hereinafter called the "Contractor") is submitting an offer for the above-referenced Contract in response to your invitation, and that the conditions of your invitation require its offer to be supported by an affiliate company guarantee.

In consideration of you, the Employer, awarding the Contract to the Contractor, we [name of affiliated company] irrevocably and unconditionally guarantee to you, as a primary obligation, that (i) throughout the duration of the Contract, we will make available to the Contractor our financial, technical capacity, expertise and resources required for the Contractor's satisfactory performance of the Contract; and (ii) we are fully committed, along with the Contractor, to ensuring a satisfactory performance of the Contract.

If the Contractor fails to so perform its obligations and liabilities and comply with the Contract, we will indemnify the Employer against and from all damages, losses and expenses (including legal fees and expenses) which arise from any such failure for which the Contractor is liable to the Employer under the Contract.

This guarantee shall come into full force and effect when the Contract comes into full force and effect. If the Contract does not come into full force and effect within a year of the date of this guarantee, or if you demonstrate that you do not intend to enter into the Contract with the Contractor, this guarantee shall be void and ineffective. This guarantee shall continue in full force and effect until all the Contractor's obligations and liabilities under the Contract have been discharged, when this guarantee shall expire and shall be returned to us, and our liability hereunder shall be discharged absolutely.

This guarantee shall apply and be supplemental to the Contract as amended or varied by the Employer and the Contractor from time to time. We hereby authorize them to agree on any such amendment or variation, the due performance of which and compliance with which by the Contractor are likewise guaranteed hereunder. Our obligations and liabilities under this guarantee shall not be discharged by any allowance of time or other indulgence whatsoever by the Employer to the Contractor, or by any variation or suspension of the works to be executed under the Contract, or by any amendments to the Contract or to the constitution of the Contractor or the Employer, or by any other matters, whether with or without our knowledge or consent.

This guarantee shall be governed by the law of the same country (or other jurisdiction) that governs the Contract and any dispute under this guarantee shall be finally settled under the [Rules or Arbitration provided in the Contract]. We confirm that the benefit of this guarantee may be assigned subject only to the provisions for assignment of the Contract.

Signed by:.....

[signature]

[name]

[position in parent/subsidiary company]

Signed by: .....

[signature]

[name]

[position in parent/subsidiary company]

Date:.....

**\_\_\_\_\_**  
If permitted in accordance with ITB 35.2 of the BDS, the Bidder shall provide the Affiliate Company Guarantee Form filled out and signed by each subsidiary, parent entity, or affiliate that the Bidder submits for consideration of the Employer in determining its qualifications.

**Time Schedule**

To be used by Bidder when alternative Time for Completion is invited in ITB 13.2.

## Functional Guarantee of the Proposed Facilities

### Form FUNC

The Bidder shall copy on the left column of the table below, the identification of each functional guarantee required in the Specification and stated by the Employer in EQC 1.3.4 of Section 3, Evaluation and Qualification Criteria, and on the right column, provide the corresponding value for each functional guarantee of the proposed plant and equipment.

Functional Guarantee <i>[as required by the Employer in Section 3]</i>	Functional Guarantee Value Offered by the Bidder
<b>Henderson Solar Farm</b>	
Plant DC Capacity	1,000 kWp
Performance Ratio (PR) as per PVsyst report	85%
Plant AC capacity	800 kWac
Availability	95%
<b>Honiara Substation BESS</b>	
Battery size (BOL)	4000 kVA/4,000 kWh
Battery round trip efficiency (RTE)	90%
Battery SOH	100%
<b>Honiara East Substation BESS</b>	
Battery size (BOL)	5000 kVA/20,000 kWh
Battery round trip efficiency (RTE)	90%

Battery SOH	100%
<b>Ambu Solar Hybrid</b>	
Solar PV Plant	
Plant DC capacity	1,500 kWp
Performance Ratio (PR) as per Pvsyst report	85%
Plant AC capacity	1,200 kWac
Availability	95%
BESS	
Battery size	1000kVA/4,000 kWh
Battery round trip efficiency (RTE)	90%
Battery SOH	100%
<b>Solar PV School Rooftop (for each school)</b>	
Solar PV Rooftop	
Plant DC Capacity	Minimum 15 kWp
Performance Ratio (PR) as per Pvsyst report	Minimum PR is 85%
Plant AC capacity	Minimum 12 kWac
BESS	



Battery size	Minimum is 5 kVA/26 kWh
Battery State of Health (SOH)	Minimum is 100%
Battery round trip efficiency (RTE)	Minimum is 90%
<b>Transformers (1.5 MVA) Ambu Solar Hybrid</b>	
Substation transformers efficiency	Minimum 98% (full load)
Impedance Voltage	Typical value around 4-6% ( depending on design)
Cooling Type	ONAN
Tap Changer	Off-circuit or No Load Tap Changer typically $\pm$ 5% in 2.5 % steps(off-circuit)
Losses ( No load and Load losses )	Within Specified limits
Insulation and Di-electric Strength	Power frequency test - 28 kV IMpulse Test - 75-95 kV peak
Standard Compliance	IEC 60076 or applicable local standards
Warranty	Minimum 2 years from commissioning or 3 years from delivery
<b>Transformer, 2.5 MVA, East Honiara</b>	
Substation transformers efficiency	Minimum 98% (full load)
Impedance Voltage	Typical value around 4-8% ( depending on design)

Cooling Type	ONAN
Tap Changer	Off-circuit or No Load Tap Changer typically $\pm$ 5% in 2.5 % steps(off-circuit)
Losses ( No load and Load losses )	Within Specified limits
Insulation and Di-electric Strength	Power frequency test - 28 kV IMpulse Test - 75-95 kV peak
Standard Compliance	IEC 60076 or applicable local standards
Warranty	Minimum 2 years from commissioning or 3 years from delivery
Transformer, 1.0 MVA, Henderson Solar Farm	
Substation transformers efficiency	Minimum 98% (full load)
Impedance Voltage	Typical value around 4-68% ( depending on design)
Cooling Type	ONAN
Tap Changer	Off-circuit or No Load Tap Changer typically $\pm$ 5% in 2.5 % steps(off-circuit)
Losses ( No load and Load losses )	Within Specified limits
Insulation and Di-electric Strength	Power frequency test - 28 kV IMpulse Test - 75-95 kV peak
Standard Compliance	IEC 60076 or applicable local standards

Warranty	Minimum 2 years from commissioning or 3 years from delivery
Honiara, BESS, 4MVA Substation	
Substation transformers efficiency	Minimum 98% (full load)
Impedance Voltage	Typical value around 4-8% ( depending on design)
Cooling Type	ONAN
Tap Changer	Off-circuit or No Load Tap Changer typically $\pm$ 5% in 2.5 % steps(off-circuit)
Losses ( No load and Load losses )	Within Specified limits
Insulation and Di-electric Strength	Power frequency test - 28 kV IMpulse Test - 75-95 kV peak
Standard Compliance	IEC 60076 or applicable local standards
Warranty	Minimum 2 years from commissioning or 3 years from delivery

## **Bidder's Qualification**

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the following information requested in the corresponding Information Sheets.

**Form ELI - 1: Bidder's Information Sheet**

<b>Bidder's Information</b>				
			<b>Information of the Bidder</b>	<b>If the Bidder is a subsidiary or branch, information of any parent company/companies</b>
	<b>Names</b>	<b>Full legal name(s)</b>		
		<b>Full trading name(s) (if any)</b>		
	<b>Addresses</b>	<b>Registered address(es)</b>		
		<b>Trading address(es)</b>		
		<b>Postal address(es) (if different from trading address)</b>		
	<b>Type of organization</b>			
	<b>Country of constitution/incorporation/registration</b>			
	<b>Year of constitution/incorporation/ registration</b>			
	<b>Corporate or registration number</b>			
	<b>In case of a Joint Venture, legal name of each partner</b>			
	<b>Bidder's authorized representative</b> (name, address, telephone number(s), fax number(s), e-mail address)			

	<p><b>Attached are copies of the following documents:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2.</li><li><input type="checkbox"/> 2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 22.2.</li><li><input type="checkbox"/> 3. In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.1.</li><li><input type="checkbox"/> 4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5.</li></ul>
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**Form ELI - 2: Joint Venture Information Sheet**

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

<b>Joint Venture / Specialist Subcontractor Information</b>			
<b>Bidder's legal name</b>			
		<b>Information of Joint Venture Partner or Specialist Subcontractor</b>	<b>If any Joint Venture Partner or Specialist Subcontractor is a subsidiary or branch, information of any parent company/companies</b>
<b>Names</b>	<b>Full Legal name(s)</b>		
	<b>Full trading name(s) (if any)</b>		
<b>Addresses</b>	<b>Registered address(es)</b>		
	<b>Trading address (es)</b>		
	<b>Postal address (es) (if different from trading address)</b>		
<b>Type of organization</b>			
<b>Country of constitution/ incorporation/ registration</b>			
<b>Year of constitution/ incorporation/ registration</b>			
<b>Corporate or registration number</b>			
<b>Joint Venture Partner's or Specialist Subcontractor's authorized representative information</b> (name, address, telephone number(s), fax number(s), e-mail address)			
<b>Attached are copies of the following documents:</b>  <input type="checkbox"/> 1. Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2.  <input type="checkbox"/> 2. Authorization to represent the firm named above, in accordance with ITB 22.2.  <input type="checkbox"/> 3. In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.			

Subcontractors are those listed in Technical Proposal – Proposed Subcontractors and/or Manufacturers for Major Items of Plant and Services

### Form CON – 1: Historical Contract Nonperformance

Each Bidder must fill out this form in accordance with Criteria 2.2.1 and 2.2.3 of Section 3 (Evaluation and Qualification Criteria) to describe any history of nonperforming contracts and 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:

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

Table 1: History of Nonperforming Contracts			
Choose one of the following:			
<input type="checkbox"/> No nonperforming contracts.			
<input type="checkbox"/> Below is a description of nonperforming contracts involving the Bidder (or each Joint Venture partner if Bidder is a Joint Venture).			
Year	Description	Amount of Nonperformed Portion of Contract (\$ equivalent)	Total Contract Amount (\$ equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>	<i>[insert amount]</i>

### Form CON – 2: EHS Performance Declaration

Each Bidder must fill out this form in accordance with Criterion 2.2.4 of Section 3 (Evaluation and Qualification Criteria).

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

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

In case of a Specialist Subcontractors, each Specialist Subcontractor must fill out this form and provide the Specialist Subcontractor's name:

Specialist Subcontractor: \_\_\_\_\_

### Environmental and Health and Safety Performance Declaration



**in accordance with Section 3 (Evaluation and Qualification Criteria)**

- ☐ **No suspension or termination of contract:** An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Health and Safety, and sexual exploitation, abuse and harassment contractual obligations performance since the date specified in Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria).
- ☐ **Declaration of suspension or termination of contract:** The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Health and Safety or sexual exploitation, abuse and harassment contractual obligations performance since the date specified in Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria). Details are described below:
- ☐ **Declaration of request for replacement of Key Environment, Health and Safety Personnel:** The following contract(s) has/have experienced a request by the Employer to replace Environmental, Health and Safety Personnel for reasons related to Environmental or Health and Safety, or sexual exploitation, abuse and harassment contractual obligations performance since the date specified in Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria). Details are described below:
- ☐ **Declaration of past fatality resulted from EHS issues on site:** The following contract(s) has/have experienced a fatality resulted from EHS issues on site since the date specified in Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria). Details are described below:

<b>Year</b>	<b>Suspended or terminated portion of contract</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)</b>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i>  Name of Employer: <i>[insert full name]</i>  Address of Employer: <i>[insert street/city/country]</i>  Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g., discharge over environmental limit, workers did not have required health and safety permits to undertake high risk work, work carried out was not adhered to approved construction methodology and quality control plan]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete</i>	<i>[insert amount]</i>

		<i>contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	
...	...	<i>[list all applicable contracts]</i>	...
<b>Performance Security called by an employer(s) for reasons related to EHS performance</b>			
<b>Year</b>	<b>Contract Identification</b>	<b>Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)</b>	
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. discharge over environmental limit, workers did not have required health and safety permits to undertake high risk work, work carried out was not adhered to approved construction methodology and quality control plan, or gender based violence, sexual exploitation, abuse and harassment breaches etc]</i>	<i>[insert amount]</i>	
<b>Key EHS personnel replacement requested by the Employer for reasons related to EHS performance</b>			
<b>Year</b>	<b>Contract Identification and Reasons</b>	<b>Personnel replacement action and results</b>	
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for requesting for replacement: <i>[indicate main reason(s)]</i>	<i>[insert description]</i>	
<b>Fatality due to EHS issues on Site</b>			
<b>Year</b>	<b>Contract Identification</b>	<b>Follow-on actions taken by the contractor</b>	

<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Description of fatality event: Causation:	<i>[insert description]</i>
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### Form FIN - 1: Historical 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:

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

Financial Data for Previous _____ Years [\$ Equivalent]		
Year 1:	Year 2:	Year __:

### 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		To be obtained for most recent year and carried forward to FIN - 3 Line 1; in case of Joint Ventures, to the corresponding Joint Venture Partner's FIN – 3.
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### Information from Income Statement

Total Revenues			
Profits Before Taxes			

<b>Profits After Taxes</b>			
<input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last ____ years, as indicated above, complying with the following conditions. <ol style="list-style-type: none"> <li>1. Unless otherwise required by Section 3 of the Bidding Documents, all such documents reflect the standalone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries or affiliates.</li> <li>2. Historical financial statements must be audited by a certified accountant.</li> <li>3. Historical financial statements must be complete, including all notes to the financial statements.</li> <li>4. Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).</li> </ol>			

### Form FIN - 2: Average Annual Turnover

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each partner of a Joint Venture for the total certified payments received from the clients for contracts in progress or completed, converted to US dollars at the rate of exchange at the end of the period reported.

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

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

Year	Amount Currency	Exchange Rate	\$ Equivalent

<b>Turnover</b>	<b>Average Annual</b>	
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**Form FIN – 3: Availability of Financial Resources**

Bidders must demonstrate sufficient financial resources, usually comprising of Working Capital supplemented by credit line statements or overdraft facilities and others to meet the Bidder's financial requirements for

- (a) its current contract commitments, and
- (b) the subject contract.

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

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

Financial Resources		
No.	Source of financing	Amount (\$ equivalent)
1	Working Capital (to be taken from FIN - 1)	
2	Credit Line <sup>a</sup>	
3	Other Financial Resources	
Total Available Financial Resources		

<sup>a</sup> To be substantiated by a letter from the bank issuing the line of credit.

**Form FIN- 4: Financial Requirements for Current Contract Commitments**

Bidders (or each Joint Venture partner) 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 has yet to be issued.

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

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

<b>Current Contract Commitments</b>
-------------------------------------

No.	Name of Contract	Employer's Contact (Address, Tel, Fax)	Contract Completion Date	Outstanding Contract Value (X) <sup>a</sup>	Remaining Contract Period in months (Y) <sup>b</sup>	Monthly Financial Resources Requirement (X / Y)
1						
2						
3						
4						
Total Monthly Financial Requirement for Current Contract Commitments						\$ ..... .....

<sup>a</sup> Remaining outstanding contract values to be calculated from 28 days prior to the bid submission deadline (\$ equivalent based on the foreign exchange rate as of the same date).

<sup>b</sup> Remaining contract period to be calculated from 28 days prior to bid submission deadline.

**Form FIN - 5: Self-Assessment Tool for Bidder's Compliance to Financial Resources (Criterion 2.3.3 of Section 3)**

This form requires the same information submitted in Forms FIN - 3 and FIN - 4. All conditions of "Available Financial Resources Net of CCC  $\geq$  Requirement for the Subject Contract" must be satisfied to qualify.

**Form FIN - 5A: For Single Entities**

For Single Entities: (A)	Total Available Financial Resources from FIN – 3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
_____ (Name of Bidder)				.....	

**Form FIN - 5B: For Joint Ventures**

For Joint Ventures: (A)	Total Available Financial Resources from FIN – 3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
One Partner:					
_____ (Name of Partner)				.....	
Each Partner:					
_____ (Name of Partner 1)				.....	
_____ (Name of Partner 2)				.....	
_____ (Name of Partner 3)				.....	
All partners combined	$\Sigma D$ = Sum of available financial resources net of current contract commitments for all partners		$\Sigma D =$ _____	.....	

**- Note -**

*Form FIN - 5 is made available for use by the bidder as a self-assessment tool, and by the Employer as an evaluation work sheet, to determine compliance with the financial resources requirement as stated in 2.3.3. Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.*



**Form EXP – 1: Contracts of Similar Size and Nature**

Fill out one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement, Taking-Over Certificate, Contract Completion Certificate or Performance Certificate.

The exchange rate to be used to calculate the value of the contract for conversion to a specific currency shall be the selling rate of the Borrower's Central bank on the date of the contract.

Contract of Similar Size and Nature		
Contract No . . . . . of . . . . .	Contract Identification	
Award Date		Completion Date
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor	
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 number Fax number E-mail		

**Form EXP - 2: Experience in Key Activities**

Fill out one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement, Taking-Over Certificate or Contract Completion Certificate.

Each Bidder must fill out this form.

If complied by Specialist Subcontractor, each Specialist Subcontractor must fill out this form and provide the Specialist Subcontractor's name:

Specialist Subcontractor: \_\_\_\_\_

Contract with Similar Key Activities		
Contract No . . . . . of . . . . .	Contract Identification	
Award Date		Completion Date
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor	
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 number Fax number E-mail		

**Form EXP – 3: Specific Experience in Managing Environmental, Health and Safety Aspects**

Fill out one form per contract.

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:

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

1. Key Requirement no 1 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor €	Partner In JV €	Management Contractor €	Subcontractor €
Total Contract Amount			US\$	
Details of relevant experience				

2. Key Requirement no 2 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

3. Key Requirement no 3 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

### Form EXP – 4: Environmental, Health and Safety Certification

Please provide the following information:

Availability of the following valid ISO certification or internationally - recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite:

*[Select the required certifications from below<sup>a</sup>]*

- Quality management certificate ISO 9001
- Environmental management certificate ISO 14001
- Health and Safety management certificate ISO 45001

<sup>a</sup> Depending on the environmental, health and safety issues of the worksite and the type of competition planned (national or international), the list of required certifications may be restricted to those corresponding to the main issue of the worksite management, or removed altogether.

### Form EXP – 5: Environmental, Health and Safety Documentation

Please provide the following information:

Availability of in-house policies and procedures acceptable to the Employer for EHS management:

1. Existence of an Ethics Charter.
2. Existence of a system for monitoring compliance with EHS commitments for the Bidder's Subcontractors and all its partners.
3. Existence of official company procedures for the management of the following relevant points:

*[Select 3-5 that apply for the worksite from below options- as per Section 2]*

- EHS resources and facilities and EHS monitoring system;
- Project Areas management information (base camps, quarries, burrow pits, storage areas);
- Health and Safety on worksites policy and related guidance;
- Local recruitment and EHS trainings of local staff/subcontractors/local partners;
- Community stakeholder engagement practice;
- Traffic management practice;
- Hazardous products management practice;
- Waste management practice;
- Protection of water resources;
- Biodiversity protection practices;
- Site rehabilitation and revegetation practice;
- Local cultural heritage protection practice;
- Erosion and sedimentation practices;
- Control of infectious and communicable diseases (HIV/AIDS, malaria, COVID-19 etc)

**Form EXP – 6: Environmental, Health and Safety Dedicated Personnel**

Please provide CV [Form PER-2] of the in-house personnel of the main contractor/ Joint Venture partners for the EHS positions specified in Section 6 (Employers Requirements) :

*[For example]*

*-Environmental Specialist*

*-Health and Safety Specialist*

*-GBV SEAH specialist*

**Form EXP - 7: Subcontractors**

Fill out one (1) form per contract.

Contract for the Major Items		
Contract No . . . . . of . . . . .	Contract Identification	
Award Date		Completion Date
Role in Contract	<input type="checkbox"/> Contractor <input type="checkbox"/> Management Contractor <input type="checkbox"/> Subcontractor	
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 number Fax number E-mail		
Description of the Major Items in Accordance with Criterion 2.5 of Section 3 (Evaluation and Qualification Criteria)		