

Tender document

**Open tendering competition of the Public
Procurement Act and the Regulations relating to
public procurement part I and III**

for

Owners Engineer

Reference number: 32562

Submission date :

01.02.2013

kl. 12:00

Contract period:

01.02.2013 – 01.02.2015

Innhold

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1 GENERAL DESCRIPTION

1.1 *Client*

The Norwegian Water Resources and Energy Directorate (NVE) is a directorate under the Ministry of Petroleum and Energy. NVE's mandate is to ensure an integrated and environmentally sound management of the country's water resources, promote efficient energy markets and cost-effective energy systems and contribute to efficient energy use

For more information about NVE, visit our website www.nve.no

1.2 *Scope of procurement*

The main objective of the "Owner's Engineer" consultancy services is to help TANESCO ensure that the supplies and installations at the 5 hydropower plant under the Emergency Repair initiative are made according to the individual needs of each plant and according to relevant technical and quality standards. Furthermore, to help TANESCO ensure that quality and costs of supply are controlled at an appropriate level.. for more information see Bilag 1

1.3 *Partial Tenders*

Partial tenders will not be accepted
Tenders for part of the agreement will not be considered.

1.4 *Period of contract*

The services shall be carried out from 01.02.2013 – 01.02.2015 (tentatively).
The Client may extend the contract for a further 2 years on the same conditions.
Such an extension, if required, shall be noticed to the consultant at least 6 months prior to the expiration of the current contract.

1.5 *Tender Document*

The Tender documents comprise of this document and the following::

- Bilag 1 ToR
- Bilag 2 Contract

- Bilag 3 HSE self declaration form
- Bilag 4 Self declaration of salary and working conditions

1.6 *Announcement*

The competition is announced in the Merccell-database, DOFFIN-database and in the TED-database.

1.7 *Time schedule*

The Client has set forth a preliminary time schedule for the process:

Activity	Time
Announcement in Merccell/DOFFIN/TED	Se Public Notice and/or Norwegian version
Submission deadline	Do
Opening of bids	Do
Duration of tenders commitment	Do
Evaluation	Do
Selection of bid and information to bidders	Do
Deadline for filing complaints	Do
Signing of contract	Do

Dates after submission are tentative.

2 Competition Rules

2.1 Procedure

Open tendering competition, cf the Public Procurement Act of 16 July 1999 No. 69 as amended, see also the Regulations relating to public procurement, laid down by Royal Decree on 7 April 2006 No 402. This type of procedure does not allow for contract negotiations. Only bidders that fulfil the qualification requirements will have their tenders evaluated. Bidders are not allowed to change the tender after the submission deadline.

2.2 Secrecy

The Client shall treat all bids and their contents in line with the Norwegian Public Administration Act § 13 and Royal Decree on 7 April 2006 No 402, concerning secrecy.

2.3 Reservations and non-conformity

If the supplier has reservations regarding parts of the tender documentation, required specifications, contract or other tender documents, it shall be clearly stated in the bid. Any reservations must be specified, including consequences for performance, prices or other conditions.

The same applies to non-conformity. Reservations and non-conformities shall be stated precisely and unambiguously. They shall be stated in the bid letter in such a manner that the contractor can evaluate them without it being necessary to contact the supplier, cf. Section 20-3 of the Public Procurement Act. Substantial reservations, and reservations or non-conformities that can result in uncertainty regarding evaluation of the bid compared to other bids, will result in the bid being disallowed, cf. Section 20-13(1) of The Public Procurement Act.

If the supplier's reference to standardized terms of delivery, or something similar, deviates from existing tender or contract provisions, it will be regarded as a reservation.



2.4 Duty of information

The Client shall give written notice if a bid is rejected or all bids are rejected and the competition is cancelled.

2.5 Confirmation of interest

Follow guidance given in the Mercell-database

2.6 Communication during the tender process

All communication during the process shall be routed via the Mercell-portal, www.mercell.no. This is to assure that all communication will be logged. When you are logged on to the competition, chose the flag marked "Communication", click on the symbol  "New message". Enter the information to the authority and then click send . The authority will then receive your message. If the question regards all bidders, the authority will answer the inquiry anonymously by giving the answer as additional information. Additional information is available under the flag "Enquiry", then the flag "Additional information". You will also receive an e-mail with a link to the additional information.

Requests received later than 10 working days prior to the deadline for the offer will not be answered.

2.7 Supplements or changes to the tender documentation

The Client reserves the right to supplement or change the tender documentation before the deadline for presenting tenders. If the changes are of a nature materially changing the scope of work or other important aspects, an extension of deadline will be announced.

Any changes in the tender documentation will be published on in the Mercell-database. The changes will take precedence over previous versions of the tender documentation.

If the supplier becomes aware of lack of information or ambiguities in the tender document that may affect the implementation of the assignment, pricing etc., the Client shall be made aware of this immediately.

2.8 Sub-contractors

There shall be one main contractor responsible for the assignment.

The main contractor may use sub-contractors for parts of the assignment. In such case, the tender shall include information regarding which sub-contractors will be used for which parts of the work.

If the Consultant intends to sub-contract any part of the assignment, the Client will require documentation of the agreement, either in the form of a signed letter of intent, or a copy of a signed contract between the Consultant and any sub-contractor. The main contractor is fully responsible to the Client for the sub-contractors engaged and for committing them contractually to fulfil the requirements in the standard agreement.

3 Qualification requirements

See Public Notice in Mercell –database (TED-version)

4 AWARD CRITERIA

Criteria	Weight	Documentation requirements
Price	10 %	Complete Financial proposal form Bilag 6
Quality	90 %	See Bilag 1 ToR the Suppliers response to the ToR

5 OPPDRAGSGIVERS BEHANDLING AV TILBUDENE OG AVGJØRELSE AV KONKURRANSEN

5.1 *Opening of bids*

The opening of bids will not be public.

5.2 *Right to reject all bids*

The Client reserves the right to reject all tenders and is under no obligation to enter into a contract for the services.

5.3 *Information and reasons for decisions*

When the Client has selected a successful bid, all suppliers will be informed in writing, before signing of contract.

The Client will provide a 14 days window for filing complaints concerning the decision to award the contract.

6 Submission of Tender

All tenders shall be submitted electronically via the Mercell portal, www.mercell.no by the tender deadline. Tenders delivered after the deadline will not be accepted. (The system does not permit tenders to be sent electronically via Mercell after the tender deadline.)

If you are not a Mercell customer, or you have questions regarding how the application functions, e.g. how to submit a tender, please contact Mercell Support at tel +47 21 01 88 60, or by e-mail to support@mercell.com. It is recommended to submit the tender in adequate time before the deadline. A minimum of 1 hour before the deadline is suggested.

If the authority should provide additional information that results in you wanting to change your tender before the deadline, you can access your offer, open it, make the necessary changes and send it again right up to the deadline. The last submitted tender will be regarded as the final one.

The tender requires an electronic signature when it is submitted. When sending the tender electronically, an electronic signature will be requested to confirm that you are the actual bidder who has submitted the tender. An electronic signature can be obtained at www.commfides.com, www.buypass.no or www.bankid.no. We would like to remind you that it can take some days to acquire an electronic signature, and therefore recommend that this process be initiated as soon as possible.

The tender shall be:

1. In writing and contain a cover letter which is signed and dated.
2. With documents in English

The cover letter shall contain:

- Reference to case number
- The Suppliers address, telephone og company registration number
- The Suppliers contact person with telephone number and e-mail address
- Any reservations shall be expressed clearly and give reference to the specific places in the bid (page number and heading)
- The Bid shall be dated and signed by a person(s) who have the competence to commit the supplier.

The following documents shall accompany the cover letter:

1. Tax- documentation
2. HSE-self declaration form
3. Documents providing information on the legal status of the Supplier
4. Other documents to show the fulfilment of qualification criteria
5. Self declaration form on salary and working conditions
6. Fulfilment of TOR and award criteria
7. Agreement or other relevant documentation for use of sub-contractors see 2.8.
8. Completed financial proposal
9. Completed CVs in the provided format.

The supplier is responsible for answering all questions, criteria are answered and/or reviewed.

Bilag 1 - Kravspesifikasjon

Engineering Advisory Services as Owner's Engineer for Emergency Repair of 5 TANESCO Hydropower Plant in Tanzania Terms of Reference

(draft dated 19 August 2012)

Introduction

The Norwegian Ministry of Foreign Affairs (MFA) and the Government of the United Republic of Tanzania have entered into an agreement regarding funding of Institutional Cooperation between Tanzania Electric Supply Company Limited (TANESCO) and the Norwegian Water Resources and Energy Directorate (NVE). The Norwegian Embassy in Dar es Salaam and the Government of the United Republic of Tanzania represent MFA and Tanzania respectively. TANESCO is responsible for the day to day implementation of the Project as Executing Agency. TANESCO and the Norwegian Water Resources and Energy Directorate have entered into an institutional cooperation agreement regarding the implementation of the Project. Parts of the grant will be used for the purpose of the emergency repair of 5 TANESCO hydropower plant in Tanzania. Tenders have been floated for the electrical and mechanical supplies identified for each of the 5 hydropower plant under a Turnkey basis. Due to low number and non-responsiveness of bids received, the Emergency Repair of the 5 hydropower plant is to be retendered under a revised "cost-based" contractual arrangement.

On behalf of TANESCO, NVE will engage the services of a competent Owner's Engineer consultant who will work for TANESCO and be actively engaged in design review and quality and cost control in all disciplines in all supplier contracts for the Emergency Repair initiative.

Objective of the Engineering Advisory Owner's Engineer Consultancy Services

The main objective of the "Owner's Engineer" consultancy services is to help TANESCO ensure that the supplies and installations at the 5 hydropower plant under the Emergency Repair initiative are made according to the individual needs of each plant and according to relevant technical and quality standards. Furthermore, to help TANESCO ensure that quality and costs of supply are controlled at an appropriate level.

Nature and Scope of Services required:

The consultancy services as TANESCO's Owner's Engineer cover the scope of work as described below in connection with the emergency repair of the following existing TANESCO hydropower plant in Tanzania:

Mtera Hydropower Plant - selected mechanical and electrical works

Kidatu Hydropower Plant - selected mechanical, electrical and civil works

New Pangani Falls Hydropower Plant - selected mechanical and electrical works

Nyumba ya Mungo Hydropower Plant - selected mechanical and electrical works

Kihansi Hydropower Plant - selected mechanical and electrical works

The details of the emergency repairs for each individual plant are given in an appendix to this Terms of Reference.

The Owner's Engineer consultant will be adviser to and will represent TANESCO in the administration of the supplier contract(s) for the emergency repair as described in the scope of work below.

General Approach of the Services

The Owner's Engineer Consultant shall help, assist and where appropriate represent TANESCO in the Emergency Repair of the 5 hydropower plants and will be required to provide the following services:

- Contract Review & Advice
- Design Monitoring
- Mechanical Shop Inspection
- Electrical Shop Inspection
- Mechanical Site Inspection
- Electrical Site Inspection
- Documentation Review
- Commissioning
- Guarantee Inspection

It is foreseen that this will be achieved through an Owner's Engineer team of experts under the management of an Owner's Engineer Project Manager. The work is envisaged to be carried out on site at the hydropower stations in Tanzani (site inspection, commissioning and guarantee inspection); at manufacturers' plant (shop inspection); and in the consultants home and/or field office as appropriate (design monitoring, advisory and back-up services etc.).

Further details of the individual services required and foreseen necessary staff inputs are given below.

General Information, Duties and Responsibilities:

The Owner's Engineer Consultant shall have the duties and responsibilities as described in the Scope of Work detailed below. The Scope of Work of the Owner's Engineer shall include, but not be limited to:

- a. Reviewing all relevant documentation and contracts concerning the Emergency Repair of the 5 Hydropower Plant.
- b. Reviewing design of the supplier(s) to determine if the Emergency Repair requirements are being met.
- c. Consulting with relevant regulatory officials to confirm the acceptability of the work being proposed by the supplier(s).
- d. Reviewing engineering design and fabrication drawings record drawings in hard copy and/or electronic format.
- e. Ensuring that the Supplier(s) environmental management plan is being implemented properly and all environmental/permitting conditions are being met during supply and installation.
- f. Verifying, reviewing and monitoring implementation of all plans, manuals and programs required by the Supplier(s) Emergency Repair Scope of Work and contract(s) to assure compliance by the Supplier(s).
- g. Reviewing and commenting on all material changes to the plans and schedules.
- h. Verifying and reviewing that all reporting requirements are provided by the Supplier(s), and that the reports fulfil the obligations of the Supplier(s) under the Project.
- i. Providing on-site monitoring, testing and reporting of supply progress, Quality Assurance and Quality Control (QA/QC) and material usage as relevant an per standard practices.
- j. Representing TANESCO at commissioning of each supply item to provide TANESCO with confirmation that each and together operates as intended and to provide information as to problems and remedial actions.
- k. Representing TANESCO's technical interests in any dispute resolution procedures as per the Emergency Repair scope of work and contract with the Company.

- l. Reporting results to TANESCO in a timely manner, at least bi-weekly, through the duration of the Owner's Engineer Contract and more frequently if significant deviations from TANESCO's requirements are encountered.
- m. Carrying out cost control of all supplies and including overview of such in Owner's Engineer reports to TANESCO.
- n. Providing verification of Supplier(s) progress reports to assist authorization of payments.

STAFFING REQUIREMENTS FOR OWNER'S ENGINEER CONSULTANT:

The undertaking of the Owner's Engineer function should generally include, but not necessarily be limited to, the following staffing requirements:

- a. The Owner's Engineer Project Manager shall be the prime Owner's Engineer contact for TANESCO and will have responsibility for the overall management of the Owner's Engineer function. The Owner's Engineer Project Manager shall be an experienced professional engineer with extensive design/installation experience from hydropower projects of a similar scope and scale to the 5 hydropower plant of the Emergency Repair. These skills and experience should enable the Owner's Engineer Project Manager to address a significant percentage of the technical issues. More complex issues may be referred, as necessary, to the appropriate specialist. *Estimated personnel input 6 months.*
- b. The Owner's Engineer team shall be represented on-site by technical staff to monitor the detailed activities of the Supplier(s). The on-site technical staff will need to travel between the five hydropower stations. The on-site technical staff shall have extensive inspection and QA/QC experience with specific exposure to projects of a similar scope and scale. *Estimated personnel input 18 months.*
- c. The Owner's Engineer team shall have available an appropriate group of technical specialists/experts to provide reviews and advise on the various detailed components of the Emergency Repair. The specialists may be required for input in the design, fabrication, installation and commissioning of components of the project. Specialists shall be available for, but not be restricted to, the following areas:
 - o mechanical installations and equipment,
 - o electrical installations and equipment,
 - o civil works,
 - o hydraulic steelworks installations and equipment,
 - o monitoring and control equipment,
 - o other relevant hydropower plant installations and equipment.

Estimated personnel input 3 months.

Responsibilities and Duties of TANESCO:

TANESCO will be responsible for providing the following items to the Owner's Engineer Consultant project team members during the validity of the Owner's Engineer contract:

- Copies of or access to all available relevant background information and documents.
- Access to the power plants and associated sites for the purposes of carrying out the services under the Owner's Engineer contract.
- Accommodation at the power plant staff houses, where available.
- Use to office facilities at the power plants, where available.
- Reasonable assistance in obtaining visas etc. for visits of the Owner's Engineer expatriate staff to Tanzania for the purpose of carrying out their duties under the contract.

TANESCO will grant the Owner's Engineer Consultant power of representation for the purposes described in the Scope of Work.

Counterpart Staff:

TANESCO will make available relevant counterpart staff both at each power plant and at the TANESCO headquarters in Dar-es-Salaam who will work together with the Owner's Engineer.

Counterpart staff at the power plants will be appointed by the TANESCO Plant Manager and will be both electrical and mechanical engineers/technicians as appropriate.

Training and Transfer of Technology

No formal training is envisaged as part of the Owner's Engineer consultancy. However, the Consultant is expected to carry out transfer of technology to the assigned TANESCO counterparts through on-the-job training.

Deliverables

The Owner's Engineer Consultant shall submit the following deliverables, the list of which may be adjusted in agreement between TANESCO and the Owner's Engineer if necessary during the project:

- Inception Report 1 month after mobilisation
- Design verification reports describing any deviations from the original supply.
- Short reports to TANESCO every 2 weeks for each of the power plants, including information on the activities as specified in the relevant items of the Scope of Work.
- Minutes of Meetings from on-site meetings with suppliers and/or TANESCO counterparts
- Shop Inspection reports
- Cost control reports with verification for approval of Supplier(s) progress reports/invoices to TANESCO
- Quarterly progress reports with content to be agreed with TANESCO and NVE at project start-up. As a minimum the Quarterly Progress Reports shall summarise activities carried out during the reporting period, any significant issues or deviations from plans, lists of other reports/deliverables issued during the reporting period and an overview of project economy.
- Final Report within 1 month of demobilisation. Content to be agreed with TANESCO and NVE.

All deliverables shall be submitted in hard and soft copy to TANESCO. In addition a soft copy of all deliverables shall be submitted to NVE.

Summary of Data/Documents on available studies which will be made available to Consultant

- Feasibility Study, "Capacity Building on Aspects of Operation & Maintenance of Existing Hydropower Plants and Hydropower Technology", NVE, TANESCO, April 2010.
- Program Document for Emergency Repair Project, Institutional Cooperation between Tanzania Electric Supply Company Limited (TANESCO) in Tanzania and the Norwegian Water Resources and Energy Directorate (NVE), April 2011.
- Tender No.....For Capacity Building and Emergency Repair of TANESCO Existing Hydropower Plants in Tanzania on Turnkey Arrangement, Invitation to Tender.
- Bids and Contracts with supplier(s) (when available).

Payments

A time-based type of contract will be entered into between NVE and the successful bidder, based on agreed rates for staff named in the contract and on reimbursable items using actual expenses and/or agreed unit prices.

Payments to the Owner's Engineer Consultant will be made against detailed invoices according to the Contract.

Invoices will be verified and approved by TANESCO before payment by NVE.

Criteria to be used in selection procedure

An evaluation committee will first carry out a technical evaluation of the Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, subcriteria, and point system specified in the table below.

Each responsive Proposal will be given a technical score (St). A Proposal will be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score as indicated in the table below.

Proposals will be evaluated according to a combined technical cost evaluation. A technical evaluation of proposals will be made according to the following criteria:

i)	Adequacy of the proposed Work plan and Methodology in responding to the TOR including emphasis on work in the field contra home office	40									
ii)	<p><i>Qualifications and competence of the key staff for the Assignment:</i></p> <p><i>Team Leader</i></p> <p><i>Other key staff</i></p> <p><i>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</i></p> <table> <tr> <td>1)</td><td>General qualifications</td><td>30</td></tr> <tr> <td>2)</td><td>Adequacy for the assignment</td><td>60</td></tr> <tr> <td>3)</td><td>Experience in the region and language</td><td>10</td></tr> </table>	1)	General qualifications	30	2)	Adequacy for the assignment	60	3)	Experience in the region and language	10	<p>15</p> <p>45</p>
1)	General qualifications	30									
2)	Adequacy for the assignment	60									
3)	Experience in the region and language	10									
	TOTAL TECHNICAL POINTS:	100									

A Financial Score (Sf) will then be calculated for the responsive Proposals in which the lowest priced Proposal ¹ will be given a Financial Score (Sf) of 100 points. The remaining eligible Proposals will then be given a Financial Score (Sf) as follows:

$$Sf = (\text{Cost of lowest Priced Eligible Proposal} / \text{Cost of each other Eligible Proposal}) \times 100\%$$

A combined Technical/Financial score will then be calculated according to the following formula:

$$\text{Combined Technical/Financial Score} = (0.90 \times St) + (0.10 \times Sf)$$

The Consultant with the highest Combined Technical/Financial score will be invited to contract negotiations in accordance with the instructions in the Request for Proposals.

Work Schedules and Staffing Schedules

In its proposal the Owner's Engineer Consultant shall prepare work schedules and staffing schedules showing the planned activities and deployment of staff for the Owner's Engineer.

Duration of the Services

¹ Financial proposal forms

The duration of the Services will need to correspond to the duration of the supply contract(s). It is envisaged that this will be approximately 18 months.

Bilag 2 – contract conditions

Reference: FIDIC Client/consultant Model Service Agreement (White Book), 4th Edition, 2006.

Bilag 3 - HMS-egenerklæring (For English version see other document)

Egenerklæring om helse, miljø og sikkerhet (HMS)

Denne bekreftelsen gjelder:

Virksomhetens navn		Organisasjonsnr/ Fødselsnr	
Adresse		Land*	
Postnummer		Poststed	

Jeg bekrefter med dette at denne virksomheten arbeider systematisk for å oppfylle kravene i helse-, miljø- og sikkerhetslovgivningen og ved det tilfredsstiller kravene i forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheten (internkontrollforskriften).

Jeg bekrefter at virksomheten er lovlig organisert i henhold til gjeldende skatte- og arbeidsmiljøregelverk når det gjelder ansattes faglige og sosiale rettigheter. Jeg aksepterer at oppdragsgiver etter anmodning vil bli gitt rett til å gjennomgå og verifisere virksomhetens system for ivaretagelse av helse, miljø og sikkerhet.

Dato

Daglig leder

Jeg bekrefter med dette at det er iverksatt systematiske tiltak for å oppfylle ovennevnte krav i helse-, miljø- og sikkerhetslovgivningen.

☐ Ingen ansatte

Dato

Representant for de ansatte

*For utenlandske oppdragstakere gjelder følgende: Jeg bekrefter med dette at det ved utarbeidelse av tilbudet er tatt hensyn til helse-, miljø- og sikkerhetslovgivningen som følger av forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheter (internkontrollforskriften), fastsatt ved kgl. res. 6. desember 1996 i medhold av lov 17. juni 2005 nr. 62 om og arbeidsmiljø, arbeidstid og stillingsvern mv. Jeg aksepterer at oppdragsgiver etter anmodning vil bli gitt rett til å gjennomgå og verifisere virksomhetens system for ivaretagelse av helse-, miljø- og sikkerhetsarbeid.

Bilag 4 – Self declaration on Salary and working requirements for personnel under service contracts with Norwegian public institutions

With reference to the Circular dated 16 July 2005 from the Ministry of Administration and Reform, Norwegian public institutions shall ensure that the use of personnel engaged under service contracts complies with ILO Convention No. 94 regarding work clauses to guarantee equal working conditions regardless of nationality.

The provider shall therefore ensure that its own employees and employees of any sub-contractors enjoy the salaries and working conditions laid down in tariff agreements, regulations or whatever normally applies to the place and work in question. The manager of the entity is responsible for ensuring compliance with this regulation.

All contracts that the provider enters into that cover work under this contract shall include these provisions.

If the provider fails to comply with these provisions, the Client is entitled to retain part of the payment until compliance is documented. The amount to be withheld shall equal twice the amount saved by the provider.

The provider shall upon request present documentation regarding the salaries and documentation used.

I hereby confirm that systematic measures have been implemented to meet the above requirements in connection with salary and working requirements for personnel under service contracts with Norwegian public institutions.

Place: _____ Date: _____

Signature: : _____

Bilag 5 CV format

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

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

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

[Signature of staff member and authorized representative of the firm]

Date: _____

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

6.1 *Financial Proposal form*

Standard Forms

- A. Financial Proposal submission form.
- B. Summary of costs.
- C. Breakdown of price per activity.
- D. Breakdown of remuneration per activity.
- E. Reimbursables per activity.
- F. Miscellaneous expenses.

A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Bank]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

B. SUMMARY OF COSTS

Costs	Currency(ies) ²	Amount(s)
Total Amount of Financial Proposal		

² Maximum of three currencies plus the local currency.

C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.:_____	Activity No.:_____	Description:_____
Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____			Name: _____	
Names	Position	Input ³	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

³ Staff months, days, or hours as appropriate.

E. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

F. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
	Software				
4.	Grand Total				_____

[Country]

[Project Name:]

[Title of Consulting Services]

STANDARD REQUEST FOR PROPOSALS

RFP #

INFORMATION TO CONSULTANTS

BREAKDOWN OF AGREED FIXED RATES⁵

[Currencies:_____⁶]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate ⁷	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__ % of 1)
Country Assignment									
Home Office									

⁵ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

⁶ If different currencies, a different table for each currency should be used.

⁷ Per month, day, or hour as appropriate.

Signature of Consultant:_____

Authorized Representative:_____

Title:_____

Date:_____

Name:_____

