**ANNEX L RESPONSE DOCUMENT TO THE CALL FOR TENDER PROCESS FOR:**

REQUEST FOR PROPOSAL (RFP) for the Reconstruction and Rehabilitation of School’s Building

Provide information for each requirement. Additional lines can be inserted in all questions if necessary

##### Evaluation Criteria

In assessing each proposal, CRS will allocate greater importance to the Technical Proposal **(65%),** while Financial Proposal will also be assessed **(35%)**.

The weighted technical score of a Technical Proposal will be calculated by multiplying the technical score of the respective Proposal with the technical weight (in percent).

The weighted financial score of a Financial Proposal will be calculated by multiplying the ratio of the evaluated price of the lowest financial Offer to the evaluated price of the respective Financial Proposal with the financial weight (in percent). The lowest financial offer that should be considered should not be lower by 15% from the CRS Engineers Estimate. All Financial proposal less than 15% from the CRS Engineers Estimate should be disregarded.

The overall score will be calculated by summing up the technical and financial score per Proposal and the Proposal selected for Award of Contract is the one that obtains the highest overall score.

Overall score = Technical score + Financial Score

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| **N0** | **QUESTIONS** | **Answer** | **Documents to submit** |
| 1 | Do you have an official physical address? | * **Yes** * **No** | If your answer is YES, please attach proof of address (example: An internet invoice, EDH etc.). CRS reserves the right to verify the conformity of this information by visiting the company at the |
| 2 | Are you a legal business? | * **Yes** * **No** | Evidence to submit  • Current license ☐  • Discharge ☐ |
| 3 | Do you agree to sign and adopt the following policies:  1- Supplier code of conduct  2- Backup policy  3- Terms of purchase. | * Supplier code of conduct. ☐ * Safeguard policy. ☐ * Terms of purchase condition. ☐ | Please submit the policy with your signature as proof. |
| 4 | Are you a legal entity subject to bans or subject to sanctions or disqualifications from local and/or international government entities? | * **Yes** * **No** | Please submit identification from your company manager. |

**Section 1 - General Bidder Details**

***General informations***

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| Company name: | | | |
| Name of direct contact: | | | |
| Phone 1: | | Phone 2 : | |
| Email 1 : | | Email 2 : | |
| Main address: | Registered address: | | Billing address: |
| Identification number or NIF: | |  | |
| Year the company was founded: | |

**Please provide details about your company type:**

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**Provide details of your organization's main products/services:**

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Indicate the key contact persons who will be in contact with CRS under this contract:

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| --- | --- | --- | --- |
| **Name** | **Job/ or Position** | **Direct telephone number** | **Email** |
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**CAPACITY CRITERIA 65 points**

Below is the outline of the value of each of the aspects of the technical proposal, with a maximum possible score of **65 points** for evaluation of the Technical Proposal.

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| **N0** | **QUESTIONS** | **Answer** | | **Documents to submit** |
| 1 | Experience: having a minimum of ten-years’ experience in constructing projects, repair and retrofit of damaged buildings of similar size/scale (7 points each)   * (a) Firm must provide evidence of having completed at least three repair and retrofit of damaged building (residential, office, school, and other infrastructure facilities)   (b) evidence of completion of at least three new constructions of offices, schools, and other infrastructure facilities | The firm's 7 years of experience must be proven in Appendix A called Similar works Experience that the construction firm must provide.   * 1 year to 3 years: 1 pts * 4 years to 6 years: 2 Pts * 7 years to 9 years: 3pts * 10 years to more: 4 Pts   a)- Built or repair building (Residential, School, Offices or other infrastructure), the construction firm must provide the following evidence:  1- At least three (3) provisional or final acceptance certificates. (5 Pts):  - No evidence: (0 Pts).  - 3 at most evidence: (5 Pts).  b)- Evidence of completion of at least three new constructions of offices, schools, and other infrastructure facilities. (5 pts)  1- At least three (3) provisional or final acceptance certificates with one (1) contract and one (1) supporting proof of payment.  - No evidence: (0 Pts)  - 3 at most evidence: (5 Pts). | | Please attach the evidence |
| 2 | * Manpower Schedule * Equipment Schedule * Quality Control Plan * Work Implementation Methodology * Safety Plan | * (Manpower Schedule): The firm must provide a list of these qualified workers and their roles. For unskilled workers, the firm must mention at least a percentage of 70% women and men from the locality with a participation of 30% women. (6 Pts) * 2 to 5 staff, no percentage of workers: (3 Pts). * If there are 6 key technicians, 70% local workers and 30% women are mentioned: (6 pts). * (Equipment Schedule): At Annex G1 - The company must identify two types of equipment: service equipment (field car, motorcycles) and production equipment (materials used for site work) for example: Excavator, Backhoe, Dump Truck, Air Compressor, Jack Hammer, Bar Bender/Bar Cutter, Portable Concrete Mixer, Concrete Vibrator, Generator. * Few proven materials: (2Pts) * All proven materials: (5Pts) * (Quality Control Plan), In quality control the firm must clearly explain and provide the following elements:  1. Work authorization request form. 2. Construction site log. 3. Material quality control sheet, Work control sheet (Inspection). 4. In addition, the firm must describe all the materials it will use to complete the project.   -Strategy not clearly defined (2 Pts).  -Clearly defined strategy (5 Pts).   * (Work Implementation Methodology), The firm must mention in this document: Mobilization and supply of materials in relation to the current context, the execution phases (Procedures to follow: cleaning of the site, implementation, excavations, clean concrete, installation of footings and Columns, Installation of blocks, Plastering and plastering, installation of beams, installation of the roof). The construction firm must clearly speak about the Paroxysmic and Para cyclonic approach in its methodology.   firm must mention what strategies it will develop to finalize the two (2) building blocks and construct the third (3) block at the same time, the pedestrian walkways and the Gate. It must also mention how it will protect the environment.  -Strategy not clearly defined (2 Pts).  -Clearly defined strategy (5 Pts).   * (Safety Plan), The firm must use the following protective equipment: Vests, Construction boots, Helmets, Glasses, Gangs, First aid kits and Drinking water. The firm must use protective tapes when it comes to the security of a space.   -Strategy not clearly defined (2 Pts).  -Clearly defined strategy (5 Pts). | |  |
| 3 | Plumbing System (5 points)  Construction of Latrine and water points | The plumbing system includes the  Construction of modern toilets and water points. In this case: the firm must provide the ways and means it will use to build the toilets, knowing that the terrain is very rocky and tortuous.   * No knowledge in the system: (0 Pts). * Good knowledge of the system (5 Pts). | |  |
| 3 | Experience of Professional engagement team proposed– CVs inclusive of professional experience, education and language skills must be provided for staff to be engaged (4points each)   * Project Manager proposed to have a minimum of Ten years of construction works of similar scale or larger; * Project Engineers proposed to have supervised a minimum of three projects of similar scale or larger; * Structural Engineer proposed to have supervised a minimum of three projects of similar scale or larger   Plumbing Engineer to have supervised a minimum of three projects of similar scale or larger | | Experience of Professional engagement team proposed– CVs inclusive of professional experience, education and language skills must be provided for staff to be engaged (4points each).  • Project Manager proposed to have a minimum of Ten years of construction works of similar scale or larger.  - 1 year to 5 years: (1 Pts).  - 6 years to 9 years: (2 Pts).  - 10 years to more: (4 Pts).  • Project Engineers proposed to have supervised a minimum of three projects of similar scale or larger.   * Less than 3: (0 Pts). * More than 3: (4 Pts).   • Structural Engineer proposed to have supervised a minimum of three projects of similar scale or larger.   * Less than 3: (0 Pts). * More than 3: (4Pts).   • Plumbing Engineer to have supervised a minimum of three projects of similar scale or larger.   * Less than 3: (0 Pts). * More than 3: (4 Pts). | Please share contracts or recommendations from institutions with which you have worked for similar services over the last 5 years |

**Detail any additional benefits or services that your organization can offer to CRS as part of this service:**

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Reference

Please provide contact details of other reputable organizations (NGOs, UN Agencies or private sector) to the list of reference clients (either humanitarian entities or clients with experience purchasing similar services) who illustrate the better experience for your organization/company/organization/firm/firm.

Please confirm that these specified clients have no objection to CRS contacting them during the pre-qualification phase for reference purposes.

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| **Organization name** | **Contact Name** | **E-mail** | **Phone** |
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Section 2: Confirmation of bidder compliance

I am authorized by the bidding supplier and all relevant associated companies and organizations/subcontractors to provide the information provided in this RFQ response.

I declare that as of the date of signing this statement, the information provided is complete and accurate to the best of my knowledge after making reasonable inquiries.

CRS has our authorization to:

• Carry out all necessary actions to verify the information provided; And

• Transmit any information provided to a third party mandated by CRS for the purposes of evaluating our responses.

I recognize that:

• It is an offense to give or offer any gift or consideration to an employee of a public body as a reward or inducement in relation to the award of a public contract and such action will give CRS the right to exclude a bidding supplier from the market.

• And any price fixing or collusion with other bidders in relation to the project will give CRS the right to exclude a bidding supplier from the procurement process and may constitute an infringement.

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| **Nom :** |  |
| **Poste :** |  |
| **Signature :** |  |
| **Date :** |  |

Note: The declaration must be signed/sealed and dated (if applicable) by an authorized signatory on behalf of the bidding supplier (and any associated companies and organizations or subcontractors). Please return this form with your completed RFP Response Form and attachments.

ANNEX:

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| Policy | File |
| 1- Supplier Code of Conduct |  |
| 2- Backup policY |  |
| 3- Terms of purchase condition. |  |