**Appendix 4. Technical Offer**

**Section 1**

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| **Technical Specifications** | |
| Tenderers shall review the technical specifications as set forth in Appendix 6 and submit a brief narrative to demonstrate how the proposal meets or exceeds minimum mandatory specifications.  Tenderers must include a detail and well-structured Bill of Quantity (BOQ) document to show compliance with technical requirements. Please refer to section 5.3 Award Criteria of the ITT document.  In case of non-compliance or alternative suggestions please clearly clarify your proposal appropriately.  Tenderers should also outline their Quality Assurances and Implementation Control mechanisms. | |
| **Brief Narrative:** |  |
| **Quality Assurances and Control Mechanisms** |  |

**Section 2**

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| **Proposed Management and Operational Plan** |
| The Management and Operational Plan of your proposal must be concise, precise and in sufficient detail to enable GOAL to evaluate the planned execution, staging and allocation of resources for the works. The proposal must address how you will approach and execute project’s requirements from a management and logistical perspective.  The Management and Operational Plan should also include in:   * Test and Commissioning * Health and Safety Policy/Manual and implementation plan * Environmental Policy/Manual and implementation plan * Risk Assessment and management plan * Cooperation with Adana Municipality * Submit a workplan which will detail the steps and timelines of the project from the signing of the contract-to-contract completion. A critical path analysis for the execution of the works which shall clearly show the float times available within the programme and the earliest start/earliest finish and latest start/latest finish times for each activity must be shown. |
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| Technical Capacity |
| Tenderers should demonstrate what means or capacity have to respond successfully to project requirements. For example production or manufacturing facilities, transportation means, heavy duty machinery, etc… |
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**Section 3**

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| **Key Management & Technical Personnel & Qualifications** | | | |
| Full Name | Position | Qualification (PhD., Meng, BEng, MSc, e.g.) | Years of experience |
|  | Project Manager |  |  |
|  | Project Engineer |  |  |
|  | Architect |  |  |
|  | Civil Engineer |  |  |
|  | Electrical Engineer |  |  |
|  | Mechanical Engineer |  |  |
|  | Site Engineer/Foreman |  |  |
|  | Health & Safety Engineer |  |  |
|  | Environmental Engineer |  |  |
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**Section 4**

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| **Past Experience and Reference Checks** | | |
| **No.** | At least four (4) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. Respondents should supply this information for each of the references in the following format. | |
| 1. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
|  | | |
| 2. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
|  | | |
| 3. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
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| 4. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
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| 5. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
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| 6. | Client Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Nature of Supply/Project |  |
| Year of Completion |  |
| Approximate Value of Contract |  |
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**Section 5**

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| **Sub-contractors** | | | | |
| Where the contractor proposes to use sub-contractors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Contractor to monitor the activities of its sub-contractors. Contractors should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as Qualification Criteria.  Explain which work, if any, would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team. | | | | |
| **Section of works** | **Company / Sub-contractor Name:** | **Value of sub-contract** | **Experience in similar works** | **Number of staff** |
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**Section 6**

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| **Added Value Features** |
| Give details of any additional services or functionality may enhance your proposal. |
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**Section 7**

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| **Preliminary Designs** |
| Submit preliminary designs/drawings of all proposed structures; If the Tenderer is selected as the preferred Tenderer, it shall be required to further develop and complete these designs/drawings in accordance with the contract for works. |
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**All information provided shall be relevant to the works and appropriate to the design, materials, fabrication, components, construction, testing commissioning and the site maintenance activities.**

By including the above information, tenderers confirm that they have consent from the data subject to share this information with GOAL for the purpose of providing a reference, to allow GOAL to analyse offers and award a contract under this tender; and that the data subject understands that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.

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| Signed: (Director) |  |
| Date: |  |
| Print Name: |  |
| Company Name: |  |
| Address: |  |

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